

## CHAPTER 9

### ASSIGNMENT TO PROGRAMS

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
9.01	GENERAL .....	9-1
9.02	NAVY FOOD MANAGEMENT TEAMS .....	9-2
9.03	FLEET TECHNICAL SUPPORT CENTER PROGRAM .....	9-2
9.04	PHYSICAL SECURITY/LAW ENFORCEMENT SPECIALIST .....	9-3
9.05	BRIG UNIT STAFF .....	9-3
9.06	COMMAND CAREER COUNSELOR PROGRAM .....	9-4
9.07	NAVAL INTELLIGENCE SUPPORT CENTER .....	9-4
9.08	U.S. NAVY CEREMONIAL GUARD .....	9-4
9.09	NAVAL AIRCREW PROGRAM .....	9-5
9.10	SEAL (NAVAL SPECIAL WARFARE) PROGRAM .....	9-6
9.11	EOD PROGRAM .....	9-7
9.12	DEEP SEA DIVER PROGRAM .....	9-7
9.13	SEABEE UNDERWATER CONSTRUCTION TECHNICIAN (UCT) PROGRAM .....	9-7
9.14	FLAG OFFICER WRITER AND STAFF WRITER (NEC 2514) .....	9-8
9.15	MILITARY ASSISTANCE ADVISORY GROUPS (MAAGS), MILITARY GROUPS, NATO COMMANDS, JOINT STAFFS AND SIMILAR ACTIVITIES .....	9-9
9.16	NAVLEAD, NAVAL DRUG AND ALCOHOL COUNSELOR, AND EQUAL OPPORTUNITY ASSISTANT .....	9-10
9.17	NAVAL SUPPORT UNIT, STATE DEPARTMENT .....	9-11
9.18	U.S. NAVY FLIGHT DEMONSTRATION SQUADRON (BLUE ANGELS) .....	9-13
9.19	USS CONSTITUTION .....	9-14
9.20	PERSONNEL EXCHANGE PROGRAM (PEP) .....	9-14
9.21	BACHELOR QUARTERS MANAGEMENT TEAMS .....	9-16
9.22	PERSONNEL AND ADMINISTRATIVE ASSISTANCE TEAMS .....	9-16
9.23	MOBILE UTILITIES SUPPORT EQUIPMENT (MUSE) PROGRAM .....	9-17
9.24	SENIOR ENLISTED ACADEMY .....	9-19
9.25	JOINT STAFF DUTY WITH MILITARY ENTRANCE PROCESSING STATIONS (MEPS).....	9-20
9.26	NAVY HARBOR PILOT PROGRAM .....	9-20

9.27	NAVY MUSIC PROGRAM (MU) .....	9-20
9.28	NAVY MANPOWER ANALYSIS CENTER (NAVMAC).....	9-21
9.29	HISTORIC SHIP NAUTILUS (SSN 571) .....	9-22
9.30	NAVY ABSENTEE COLLECTION UNIT STAFF .....	9-22
9.31	STAFF DUTY WITH THE BROADENED OPPORTUNITY FOR OFFICER SELECTION AND TRAINING (BOOST) PROGRAM .....	9-23
9.32	ENLISTED TAR (TRAINING AND ADMINISTRATION OF RESERVE) CONVERSION .....	9-23
9.33	NUCLEAR TRAINED PERSONNEL TO NUCLEAR CAPABLE INTERMEDIATE MAINTENANCE ACTIVITIES .....	9-23
9.34	COMMAND MASTER CHIEF (CMC) SCREENING .....	9-24
9.35	ADVANCEMENT EXAMINATION AND RATE TRAINING MANUAL WRITER .....	9-24
9.36	FLAG/STAFF DUTY FOR MESS MANAGEMENT SPECIALISTS .....	9-24
9.37	NAVAL SURFACE FORCE, READINESS SUPPORT GROUP SUPPLY READINESS TEAMS .....	9-25
9.38	WHITE HOUSE COMMUNICATIONS AGENCY (WHCA) .....	9-25
9.39	NAVAL RESERVE OFFICER TRAINING CORPS (NROTC) .....	9-26
9.40	FAMILY SERVICE CENTERS .....	9-26
9.41	USS ARIZONA MEMORIAL .....	9-27
9.42	MOBILE ENVIRONMENTAL TEAMS (METS) .....	9-27
9.43	NAVAL SPECIAL WARFARE MOBILE COMMUNICATION TEAMS .....	9-28
9.44	FLAG OFFICER (STAFF) DUTY .....	9-28
9.45	NAVY TUGMASTER PROGRAM .....	9-28
9.46	FLEET ASSISTANCE TEAMS .....	9-29
9.47	FLEET AVIATION SPECIALIZED OPERATOR TRAINING GROUP DETACHMENT SHIP TRAINING TM ATLANTIC/PAC FLEET .....	9-29
9.48	LANDING CRAFT, AIR CUSHION (LCAC).....	9-30
9.49	MARINE HELICOPTER SQUADRON ONE (HMX-1) (NIGHTHAWKS).....	9-30
9.50	ASSIGNMENTS OUTSIDE THE DEPARTMENT OF DEFENSE (DOD) .....	9-31
9.51	CINCLANTFLT NON-DEVELOPMENTAL ITEMS (NDI) INSTRUCTOR DUTY .....	9-31
9.52	INSTRUCTOR DUTY .....	9-32
9.53	RECRUIT DIVISION COMMANDER (RDC) DUTY .....	9-32
9.54	SURVIVAL TRAINING INSTRUCTOR DUTY .....	9-35

9.55	NAVAL RESERVE INSTRUCTOR DUTY .....	9-35
9.56	NUCLEAR PROPULSION TRAINING ACTIVITIES .....	9-35
9.57	ART INSTRUCTION DUTY .....	9-37
9.58	AFLOAT TRAINING GROUP ATLANTIC, AFLOAT TRAINING GROUP PACIFIC, AFLOAT TRAINING GROUP MIDDLE PACIFIC, AFLOAT TRAINING GROUP WESTERN PACIFIC, AND AFLOAT TRAINING GROUP PACIFIC, PACIFIC NORTHWEST DET (ATG'S) AND FLEET TRAINING GROUP MAYPORT, FL .....	9-37
9.59	INSTRUCTOR DUTY AT FIELD MEDICAL SERVICE SCHOOL .....	9-37
9.60	CTI LANGUAGE INSTRUCTOR CANDIDATES .....	9-38
9.61	INSTRUMENTAL INSTRUCTOR DUTY AT THE SCHOOL OF MUSIC .....	9-38
9.62	INSTRUCTOR DUTY AT COMMUNITY COLLEGE OF THE AIR FORCE (CCAF) ...	9-38
9.63	RECRUITER DUTY .....	9-39
9.64	CAREER RECRUITER FORCE (CRF) .....	9-42
9.65	ENLISTED RATING DETAILER .....	9-42
9.66	NAVY/MARINE CORPS INTRANET (NMCI) NETWORK OPERATIONS CENTER (NOC)	9-43
9.67	CAMP DAVID (NAVAL SUPPORT FACILITY, THURMONT, MD) .....	9-43
Figure 9A	SPECIAL PROGRAM SCREENING FORM .....	9-44
Figure 9B	SPECIAL PROGRAM WAIVER MESSAGE .....	9-45
Figure 9C	SPECIAL PROGRAM UNSUITABILITY MESSAGE .....	9-46
Figure 9D	SPECIAL PROGRAM SCREENING DEFICIENCY REPORT .....	9-47

## ASSIGNMENT TO SPECIAL PROGRAMS

### 9.01 GENERAL

In order to provide for the ever increasing complexity of the Navy's mission, it is frequently necessary to establish special programs to perform support functions requiring skills not identified by existing ratings. In this chapter, you will find all the tools needed to request, process, and submit information for transfer to a special program.

To request assignment to a special program, submit an Enlisted Duty Preference Form (NAVPERS 1306/63) indicating the special program and area of preference. An Enlisted Personnel Action Request (NAVPERS 1306/7) should be submitted to COMNAVPERSCOM, using the cognizant COMNAVPERSCOM number, via the appropriate chain of command approximately 9-12 months prior to member's Projected Rotation Date (PRD). Applications for non-designated SN/FN/AN should be sent to EPMAC (EP-47). All other applications should be sent to COMNAVPERSCOM and should also arrive approximately 9-12 months prior to member's PRD. It is the responsibility of the Commanding Officer, as well as, several other key personnel to ensure that personnel are fully qualified for the specified special program utilizing Figure 9A Program Suitability Form.

In addition to the requirements in Chapter 3 of this manual and those contained in the transfer directive, commands shall ensure that the following requirements are met prior to transfer:

- Members requesting a special program must understand that these programs can not be used to evade normal sea/shore rotation. If member is up for sea duty, the special program will be a sea going program and vice-versa.
- Member must be released by their rating detailer to qualify for a special program.
- Individuals selected for special programs are expected to meet or exceed all Navy physical readiness standards in accordance with OPNAVINST 6110.1(series).
- Any person selected for a special program involving the education or orientation of military or civilian personnel shall have been the subject of a favorable National Agency Check, or ENT-NAC, or NACI. Many special programs will require a security clearance and member is to acquire the security clearance specified in the program description prior to transfer.
- Individuals qualified for a special program should have the required obligated service to complete the normal tour of duty. Members who do not have the required obligated service must either reenlist or extend prior to transfer. If member cannot extend enlistment due to SRB or other ratings requirements, which may cause financial loss, submit a waiver (F1). Careerist with 15 or more years of active service will not be authorized to transfer to the Fleet Reserves prior to completing the minimum tour of duty. A page 13 entry shall be made certifying the member both understands and agrees. Members who are unwilling to incur required OBLISERV are not eligible for transfer to a special program. Retain member on board and send an unsuitability request to COMNAVPERSCOM (appropriate COMNAVPERSCOM code) via message.
- Commanding Officers shall ensure member is qualified. The CO's signature on the Special Program Screening Form (Figure 9A) is the endorsement. No further document is needed. If member is disqualified through no-fault of his/her own, member will remain at current command. Disqualification will be reported to COMNAVPERSCOM and reassignment will be recommended as appropriate. Waivers

may be submitted for certain program requirements and will be approved on a case-by-case basis. Figure 9B is the required format for a waiver message.

Use the message format in Figure 9C for the suitability/unsuitability of a member.

After member has been transferred to a special program or is determined unsuitable due to no fault of the member (i.e. medical, program disestablishment, etc.), member will be released back to their rating detailer via message to CNPC (PERS-40 and rating detailer). Negotiation with member and detailer for reassignment will occur for the remainder of the PST(if member is within 12 months of sea/shore rotation, the member will return to sea duty). If the reassignment is the fault of the member, then the member will be reassigned by the in-rate detailer based on requisition priority. Special screening qualifications are required for all special programs; however, waivers are granted on a case-by-case basis. With the exception of security clearances and prerequisite training required for personal safety, waivers of published requirements will be considered if the member has exceptional potential for success in a given program. Waivers are submitted to COMNAVPERSOM (Specific Code) and/or specified special program manager. Appropriate supporting documentation and the Commanding Officer's endorsement should accompany all waiver requests. Use the message format in Figure 9B for waiver messages. \*\*Several qualifications will indicate non-waiverable and those cannot be waived for the specified program.

9.011 SPECIAL PROGRAMS SCREENING DEFICIENCY REPORT (SPSDR). The SPSDR (FIGURE 9D) is sent to the transferring command info COMNAVPERSCOM (PERS-4010). This message is used to report discrepancies of the screening conducted by the transferring command.

#### 9.02 NAVY FOOD MANAGEMENT TEAMS.

Navy Food Management Teams provide technical and management assistance to Mess Management Specialists in the operation of enlisted messing facilities and afloat officer messing facilities with on-the-job instruction in areas of food preparation and service, mess management, and sanitation. Their mission is to assist both fleet units and shore activities in the improvement of food service operations staffed with Navy Mess Management Specialists. These teams are located at Norfolk, New London, Yokosuka, Bremerton, Mayport, San Diego, and Pearl Harbor. Navy Food Management Teams are composed of Mess Management Specialists in paygrades E-7 and above and have completed Mess Management Specialist Class "C" School, Management Principles Course, and Instructors Training prior to reporting for team duty.

**\*OBLISERV/Tour Length: Normal MS Shore Rotation**  
**Special Program Screening Form Section(s): A**

**PERS Code: 405**

#### 9.03 FLEET TECHNICAL SUPPORT CENTER PROGRAM.

Fleet Technical Support Centers (FTSC) provide versatile, technical personnel to improve fleet engineering, electronics, logistics, and weapons readiness through informal classroom training at the FTSC site, and by providing technical assistance and on-the-job training on board fleet units. Duty assignments at FTSC include Fleet concentration areas both CONUS and Overseas. E-6 and above personnel may apply for this program. Members should be advised that duty with FTSCs will be classified as shore duty with the exception of FTSC Dets in Naples, Yokosuka, Sasebo, and Singapore, which are non-rotated sea duty type 4.

**\* OBLISERV/Tour Length: Normal Rating Shore Rotation/DOD Tours**  
**PERS CODE: 406/402**

## **Special Programs Screening Form Sections: A and D2**

### 9.04 PHYSICAL SECURITY/LAW ENFORCEMENT SPECIALIST.

Performs specialized duties in internal security at Naval installations and facilities worldwide as a member of the Navy Internal Security Force. Provides security for restricted areas. Controls entry and exit at access points to restricted areas. Patrols concentration areas on foot and using vehicles. Conducts auto accident scene and traffic control, crime investigation, crime scene control and criminal apprehension and submits written reports. Enforces general and special orders and regulations applicable to the area operations. Performs convoy escort and defense against intrusion by hostile elements, riot or other unusual circumstances. Personnel selected for assignment to Physical Security Duty will be ordered via six weeks at the Law Enforcement Specialist Training School located at Lackland AFB in San Antonio, Texas. All graduates will earn the Law Enforcement Specialist NEC 9545. Personnel of all ratings, except HMs and DTs may apply for assignment. Personnel who are requesting spouse collocation cannot be assigned to the same UIC. Pregnancy will delay entry into program. Due to member's job requirements which authorize the possession of weapons, members with open FAP cases are ineligible. No record of civil court convictions, except minor traffic violations (non-waiverable). Must be a U.S. citizen (non-waiverable).

Individuals who possess and are serving as a NEC 9545 must continue to meet the screening contained in this chapter. Members who no longer meet these requirements may have their NEC removed. Commanding Officers may, at their discretion, submit NAVPERS 1221 to EPMAC Code 49 (copy to PERS-4010) with sufficient documentation for removal of NEC 9545. Upon removal of 9545 NEC command will submit availability in accordance with Chapter 18 of this manual.

**\* OBLISERV/Tour Length: 36 months                      PERS CODE: 4010E**

**Special Programs Screening Form Sections: A, B, and D2, 3**

### 9.05 BRIG/TRANSIENT PERSONNEL UNIT (TPU) UNIT STAFF.

Facilities located throughout the United States and at a few overseas locations provide exceptional opportunities for personnel to enhance their leadership qualities without regard to their military specialty. Personnel in pay grades E4 and above who have completed at least 24 months active duty, who are mature and emotionally stable, no history of financial difficulties, no civil court convictions since joining the military other than minor traffic violations and no documented in-service drug use are eligible for assignment. Personnel being screened for TPU should demonstrate leadership and supervisory abilities.

Brig Staff Only: Members contemplating brig staff should be aware that any obvious disfigurement, physical or speech impediment might subject that individual to contempt or ridicule by prisoners or undermine his/her control of prisoners. Personnel selected for assignment to a brig staff will be ordered via Corrections Specialist Training (NEC 9575) at the Naval Correctional Academy.

Correctional Counselor: In addition to the general selection criteria for Corrections Specialist (NEC 9575) or correctional custody unit staff, members being considered for duty as a Correctional Counselor must have six months experience on a Brig or Correctional Custody Unit Staff, in pay grades E5 and above, must have at least one year remaining onboard upon completion of training and be screened by the Brig or Correctional Custody Officer prior to being ordered to Correctional Counselor Training (NEC 9516) at the Naval Institute of Correctional Administration.

**\* OBLISERV/Tour Length: 36 months                      PERS CODE: 4010 and 4010d2**  
**Special Programs Screening Form Sections:    A and B (D3 for TPU)**

9.06    COMMAND CAREER COUNSELOR PROGRAM.

The Command Career Counselor Program allows personnel in ratings other than Navy Counselors to assume full time command career counselor billets. These personnel are assigned to assist Commanding Officers/Unit Commanders in maintaining an effective career counseling program as outlined in the Retention Team Manual (NAVPERS 15878). To qualify for selection as a Command Career Counselor, the member must be in paygrades E-6 through E-9.

**\* OBLISERV/Tour Length: 36 months                      PERS CODE: 405**  
**Special Programs Screening Form Sections:    A    ASVAB: WK+AR=105; Min AR=50**

9.07    NAVAL INTELLIGENCE SUPPORT CENTER.

The requirement exists for a small number of submarine and surface qualified Sonar Technicians at the Office of Naval Intelligence (ONI), Suitland, Maryland (Washington D.C. area), and Submarine Sonar Technicians at the SSEPs at Pearl Harbor, HI and New London, CT, to participate in the Acoustic Intelligence (ACINT) Specialist program. Applicants should meet requirements set forth in NAVPERS 18068 (Naval Enlisted Manpower and Personnel Classification and Occupational Standards). Paygrades E5 through E8 with 15 years or less active service are eligible to apply for assignment for this program. \*Interview/Screen with Qualified ST-0416; Outstanding command of oral and written English language. Refer to OPNAVINST S1510.9.

**\* OBLISERV/Tour Length: 48 months    PERS CODE: 403D for STS; 406C for STG**  
**Special Programs Screening Form Sections: A, C; Use NAVPERS 18068**

9.08    U.S. NAVY CEREMONIAL GUARD.

The U.S. Navy Ceremonial Guard, a component of the Naval District Washington (NDW), is the official ceremonial unit of the Navy. Non-petty officers are assigned directly from Recruit Training Command. Those recruits who volunteer and are accepted for Guard duty must execute a Page 13 acknowledging the delayed entry into whatever guaranteed program they enlisted for, until completion of the prescribed tour with the Guard. Members who did not enlist for a guaranteed program may request any program for which they qualify within 9 months prior to their tour. This does not preclude any member of the Guard from subsequently requesting Class "A" school or transfer to sea duty. Requests of this nature can be expected to receive favorable consideration if the individual is otherwise eligible and a requirement exists. Petty Officers are selected from those eligible for shore duty.

Prospective members of the Ceremonial Guard, E-1 to E-9 except administrative support personnel (YN, SK, and SH), shall meet the following minimum qualifications:

- Height: Male: Minimum 6'0"; Females: Minimum 5'10" (waivers considered).
- Be able to participate in public ceremonies without glasses (contact lenses are acceptable).
- Be capable of strenuous marching, drilling, and prolonged standing.
- Have outstanding appearance and military bearing.
- Possess facial features free of acne, scars and other unusual distinguishing features.
- Be eligible for Presidential Support duty in accordance with DOD Directive 5210.55.

Prospective Petty Officers, E-4 to E-9, must have the following additional qualifications:

- No trait below 3.0 for the past three evaluation periods.
- Be high caliber individuals to serve as sharp military role models for junior sailors.

Tour lengths for Guard personnel is as follows: E-4 to E-9 personnel will serve 36 months or the normal shore tour for their ratings, whichever is longer. E-1 to E-3 volunteers will serve 24 months. Sailors successfully completing a Ceremonial Guard assignment and having an initial four year enlistment with guaranteed "A" school training, must have at least 18 months of remaining obligated service upon completion of training. Sailors successfully completing "A" School will not incur any additional obligated service for training. Sailors who were not guaranteed "A" School training upon initial enlistment must have the required obligated service remaining for the course of instruction desired.

Prospective members of the Ceremonial Guard must meet the criteria for nomination to Presidential Support Duty (PSD), in accordance with DOD Directive 5210.87, enclosure 4. Commanding Officers will verify, via administrative entry in the member's service record, that the candidate meets the requirements for nomination to PSD. Personnel must have a favorably completed national Agency Check with Local Check (NACLC), within the last 36 months preceding selection for PSD. Special Instructions are as follows - for electronic transmission of the Security Officer form to the Defense Security Service: Item 1, "Return Results to": "Director, Department of Navy Central Adjudication Facility, 716 Sicard Street SE, WNY - Building 176, Washington, DC 20388-5389"; Item 2: under Type of Investigation: Select, "5" (NAC - other, enter "NACLC"; Item 6, Reason for Access: (1) Select, "Secret" (2) Select, "XX (other)", then enter "Initial Assignment for Presidential support Duty as member of USN Ceremonial Guard (YANKEE WHITE) Washington, DC EDA( )." For EDA, indicate estimated date of arrival.

**\* OBLISERV/Tour Length: 36 months** **PERS CODE: 4010F**  
**Special Programs Screening Form Sections: A, B, and D1, 2, 5**  
**ASVAB: GCT=50; WK=50**

#### 9.09 NAVAL AIRCREW PROGRAM.

The Naval Aircrew Program is comprised of personnel of the various ratings and enlisted TAR personnel with a Distribution NEC of 78XX, 82XX, or 84XX. Naval Aircrewmembers perform duties in fixed and rotary wing aircraft based ashore and afloat.

- Must be a volunteer for duty involving flying and sign a NAVPERS 1070/613 Enlisted Service Record entry as follows:

Date: "I, \_\_\_\_\_ (name) \_\_\_\_\_ volunteer for duty involving flying and understand that I must maintain those qualifications specified by the Chief of Naval Operations and the Chief of Naval Personnel during the periods I am actively assigned to flying. This agreement shall remain valid until such time as it is rescinded by me or as determined by appropriate authority that I am no longer qualified for such duties."

Member's Signature

Witnessed: J. SIMPSON  
LCDR, USN, Personnel Officer

Must be physically qualified for duty involving flying Aircrew in accordance



with the Manual of the Medical Department (NAVMED P117). Must meet minimum qualifications for 2nd class swimmer as contained in MILPERSMAN.

Rated personnel assigned NECs within the 82XX special aviation series:

- Member must be a designated striker or pay grade E-4 and above.
- Must be in the proper rating for the NEC for which the crewmember position is specified in accordance with NAVPERS 18068 (NEC Manual, Volume II).
- Must be eligible for a minimum of a secret clearance. Due to extensive investigation required, naturalized citizens accepted for aircrew training must possess a final secret clearance prior to program entry.

Aircrew Training at the Command Level. Members assigned to sea duty (Type 2), overseas shore duty (Type 3) or nonrotated sea duty (Type 4) who are placed in training for 82XX NEC are ineligible for rotation to shore duty for a period of two years computed from the month which training is completed or completion of PST or overseas area tour, whichever is greater.

**\* OBLISERV/Tour Length: Normal PST/DoD Tour** **PERS CODE: 404E**  
**Special Programs Screening Form Sections: A, B, and D2, 4**  
**ASVAB: WK+AR=105 (NEC 8284 Require 110)**

#### 9.10 SEAL (NAVAL SPECIAL WARFARE) PROGRAM.

The Navy Special Warfare Community includes enlisted personnel qualified for and assigned Secondary NEC's (SNEC) 5320, 5323, and 5326. Additionally, these personnel carry the enlisted designator (SEAL). Once qualified, personnel perform Special Warfare Operations as SEAL Combatant Swimmers.

Qualifications and Training. Personnel desiring to become members of the SEAL community must meet the qualifications contained in:

- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Section II - Navy Enlisted Classification, NAVPERS 18068.
- MILPERSMAN 1220-100 through 1220-330.
- Manual of the Medical Department (NAVMED P117) Article 15-30.

Rotational Patterns for SEAL Team Personnel.

Rotation of SEAL Team personnel:

- Sea/Shore rotation is based on a ratio of sea duty to shore duty billets. Currently this ratio dictates five (5) year sea/two (2) year shore tour lengths within the SEAL Team (SNEC 532X).
- DoD established tours - IAW Chapter 4.

**\* OBLISERV/Tour Length: 51 months** **PERS CODE: 401D**  
**Special Programs Screening Form Sections: N/A**

#### 9.11 EOD PROGRAM.

The Explosive Ordnance Disposal Community includes enlisted personnel qualified for and assigned Secondary NEC's (SNEC) 5332 through 5337. Additionally, these personnel carry the enlisted designator (EOD). Once

qualified, personnel perform Explosive Ordnance Disposal Operations as EOD Technicians.

Personnel desiring to become members of the EOD community must meet the qualifications contained in:

- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Section II - Navy Enlisted Classification, NAVPERS 18068.
- Catalog of Navy Training Courses (CANTRAC) (NAVEDTRA 10500).
- MILPERSMAN 1220-100 through 1220-210.
- Manual of the Medical Department (NAVMED P117) Article 15-30.

**\* OBLISERV/Tour Length: 36 months**

**PERS CODE: 401D**

**Special Programs Screening Form Sections: N/A**

#### 9.12 DEEP SEA DIVER PROGRAM.

This program includes all enlisted personnel qualified and assigned SNECs 5311, 5341, 5342, 5343, and 5346. Additionally, these personnel carry the enlisted designator (DV). Deep Sea Divers plan, supervise, and execute salvage, repair, and rescue diving operations for various periods of time at various locations. They are responsible for the maintenance and safe operation of diving equipment and tools. The Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards, Section II-Navy Enlisted Classifications, NAVPERS 18068 has the specific guidelines. Other applicable references:

- MILPERSMAN 1220-100 through 1220-210.
- Manual of the Medical Department (NAVMED P117) Article 15-30.
- Catalog of Navy Training Courses (CANTRAC) (NAVEDTRA 10500).

Applicants can expect duty in various Submarine and Service Force Ship types (AS, AD, AR, ASR, ARS, ATF, ATS) and at overseas and CONUS stations.

**\* OBLISERV/Tour Length: 36 months**

**PERS CODE: 401D**

**Special Programs Screening Form Sections: N/A**

#### 9.13 SEABEE UNDERWATER CONSTRUCTION TECHNICIAN (UCT) PROGRAM.

A limited numbers of Construction Rating personnel are needed as Underwater Construction Technicians for underwater construction, repair, maintenance, and inspection. Candidates are assigned NEC 5933 (Basic Underwater Construction Technician Candidate) upon entering formal diver training to qualify as a Diver Second Class (NEC 5343). Seabee underwater construction divers then attend an underwater construction techniques course qualifying them as Basic Underwater Construction Technician (NEC BU-5932). Basic Underwater Construction Technician (NEC BU-5932) personnel are eligible for formal training as Diver First Class (NEC 5342), then an underwater construction techniques course qualifying them as Advanced Underwater Construction Technician (NEC 5931). NEC 5931 personnel may later continue formal training as Master Diver (NEC 5341).

Candidates for the UCT community must meet the following qualification:

- Manual of Navy Enlisted Manpower and Personnel Classification and

Occupational Standards, Section II - Navy Enlisted Classifications, NAVPERS 18068F.

- MILPERSMAN 1220-110.
- Manual of the Medical Department (NAVMED P1-117), Articles 15-10, 15-13, 15-30, 15-38 and 15-66.
- 30 years old or less upon admission to Second Class Diver School.
- E5 or below in one of the Seabee Rating: BU, SW, EA, UT, CE, EO, CM.
- 2 years in rate (minimum 12 months aboard).

Rotational Patterns for UCT Personnel.

- Rotation of Underwater Construction Technicians is in a 'Closed Loop' of billets for NEC 5931 or NEC 5932. Billets outside the UCT PNEC community are available on an exception basis to enhance construction rating skills. These limited assignments are made jointly by the UCT and rating detailers. While in one of these billets the member may retain his PNEC if they return to diving duty at PRD and maintains diving qualifications in accordance with MILPERSMAN 1220-100 through 1220-210.

**\* OBLISERV/Tour Length: Normal Sea/Shore Rotation                      PERS CODE: 401C**  
**Special Programs Screening Form Sections: MILPERSMAN 1220-110; A, D2**

9.14 FLAG OFFICER WRITER AND STAFF WRITER (NEC 2514).

Flag writers (NEC 2514) are assigned to personal staffs of Flag Officers for the purpose of assisting those officers and senior level civilians with administrative details so they may devote a larger portion of their time to other important matters. Personnel requesting flag writer positions should expect long hours.

To qualify for selection as a flag writer, an individual must possess the following qualifications. Waivers of the minimum qualifications will not normally be granted.

- Be a YN1, warfare qualified, with a minimum of six years total service or at least one year time in rate or above on active duty in the regular Navy, and be on second or subsequent enlistment.
- Meet minimum ASVAB scores: VE + NO + CS = 165.
- Have an outstanding verbal communications ability, free of speech impediment.
- Be emotionally able to handle stressful situations and possess the flexibility to work arduous hours. NOTE: Applicants married to other military members and military single parents should give due consideration to assignment policies governing flag writers before applying for this program.
- Completed a college level English composition course, or CLEP, with a minimum of 3.0 GPA.

Requests shall be submitted to PERS-402B via the administrative chain of command utilizing an Enlisted Personnel Action Request (NAVPERS 1306/7). Packages will include:

- Full front and side view black and white photographs (8x10) in summer/winter dress uniform or khaki.
- A biography, listing all duty stations with dates, duties, and names of reporting seniors.
- Last three years of evaluations/fitreps.

Selected candidates will be issued a CD-ROM, interactive course/computer based training disk. This course of instruction includes flag officer personal correspondence, honors and ceremonies, social usage and protocol, and flag office management. Upon successful completion of course, students will be detailed at PRD into a flag writer billet. After one year on board, member shall submit to EPMAC, via COMNAVPERSCOM (PERS-402B) a flag officer recommendation for award of the 2514 NEC. Assignments will be made without regard to sea/shore rotational considerations. Assignments to sea billets will be made as requirements dictate, with consideration given to enhancing future advancement opportunities in each individual case. Flag writer PRDs are initially established to coincide as closely as possible with the anticipated rotation of the incumbent flag officer.

**\*OBLISERV/Tour Length: 42 months** **PERS CODE: 405CD5**  
**Special Programs Screening Form Sections: A, B, D1, D2(SBI), and, D6.**

9.15 MILITARY ASSISTANCE ADVISORY GROUPS (MAAGS), MILITARY GROUPS, NATO COMMANDS, JOINT STAFFS AND SIMILAR ACTIVITIES.

This section prescribes the procedures by which enlisted personnel may request assignment to duty in MAAGS/MISSIONS, Military Groups, NATO Commands, Joint Staffs, and similar activities. Eligible Ratings: The largest percentage of billets presently established within these special activities are for the YN, IT, and ET ratings (paygrades E-4 thru E-8). Some requirements do exist, however, for a variety of other ratings/NECs and interested personnel may contact the MAAGS/MISSION desk in COMNAVPERSCOM (PERS-4010G) to determine whether a requirement exists for a particular rating, paygrade, or NEC. For assignment to some activities, foreign language qualifications are desirable but not mandatory. Individuals assigned to billets with mandatory foreign language qualifications will be assigned a course of instruction at the Defense Language Institute (DLI).

**\* OBLISERV/Tour Length: DoD Tour Length** **PERS CODE: 4010G**  
**Special Programs Screening Form Sections: A, B, C, D**

9.16 NAVLEAD, NAVAL DRUG AND ALCOHOL COUNSELOR, AND EQUAL OPPORTUNITY ASSISTANT.

PPPE programs require assignment of personnel to full time counselor/specialist/instructor duty afloat and ashore in the following areas:

<u>TITLE</u>	<u>NEC</u>
Drug and Alcohol Counselor Intern	9522
Drug and Alcohol Counselor	9519
Navy Leadership Continuum Instructor (NAVLED)	9518
Total Quality Leadership Specialist	No NEC
Equal Opportunity Assistant	9515

Qualification for Duty as a Navy Drug and Alcohol Counselor Intern (SNEC 9522):



Shore duty billets exist for five Fleet personnel E-4 thru E-7 (YN, PN, and DK) to serve with the Naval Support Unit Staff in Washington, D.C., some temporary duty travel overseas and CONUS could be required. Additionally, two billets exist for Seabee personnel, one E-9 (AOIC); and one E-8 (Operation). All other personnel assigned to Naval Support Unit, State Department will be on sea duty (Sea/Shore Coded) during their entire tour. All personnel assigned to the unit are required to wear civilian clothing at all times unless otherwise directed, and a civilian clothing allowance will be paid by the detaching activity upon the execution of orders. Screen selectee's service record to determine if it contains valid documentation of a complete satisfactory Single Scope Background Investigation (SSBI) with Sensitive Compartmented Information (SCI) access within the past five years. If it does not the detaching command will initiate an (SSBI with SCI access). Investigation Package must be submitted within 10 working days after receipt of orders in accordance with OPNAVINST 5510.1(series). A complete (SSBI with SCI access) investigation package must be submitted VIA the Electronic Personnel Security Questionnaire (EPSQ) system to Defense Security Service (DSS). The electronic submission of the complete security package must be forward with the following addresses listed below:

Forward Results to:  
Security Manager  
SA10 5th Floor (DS/STO/NSU)  
2121 VIRGINIA AVENUE NW  
WASHINGTON, D.C. 20522-1003

Thru:  
DEPARTMENT OF THE NAVY  
CENTRAL ADJUDICATING FACILITY  
WASHINGTON, DC 20388-5029  
(ATTN: Cliff Robinson)

- Forward the FD-258 along with the EPSQ release forms to DSS. A copy of the printed electronic Standard Form 86 and DD Form 1879 must be forwarded to Naval Support Unit, ATTN: Security Manager.

- If the EPSQ system is not an applicable method of submission for the applicant's security package, contact the NSU Security Officer immediately at (202) 663-0301.

Applications for assignment to the Unit are invited from selected construction rating (Seabee) personnel who meet the criteria of Chapter 4:

- If married, have no more than three (3) dependents. Spouse must be a United States citizen prior to applying for duty with Naval Support Unit, State Department.
- E5 and above in one of the following ratings: BU, CE, UT, SW.
- Citizen of the U.S. and speaks English clearly.
- Special program screening should refer back 60 months vice 36 months.
- Be physically qualified in accordance with the Manual of the Medical Department (NAVMED P117) Article 15-50. Personnel must have a recent physical no more than six months prior to transfer.
- Applicant's dependents must be qualified for assignment to overseas posts where medical and dental care may be very limited. Overseas screening IAW Chap. 4.

Applications should initially be submitted to COMNAVPERSCOM (PERS-401C) for review. Upon completion, records will be forwarded to Officer-in-Charge, Naval Support Unit, State Department for the final determination. Appropriate endorsements will be made concerning qualification and shall be forwarded to COMNAVPERSCOM (PERS-401C) for appropriate action. Note: Applicants should assure that their microfiche and ESR's records are up-

to-date and accurate to assure full consideration in the screening process.

Applicant, prior to arrival to Naval Support Unit, State Department must complete NEETS Modules 1-4 with no less than 3.0 average.

- Forward a statement to Officer-in-Charge, Naval Support Unit, State Department within 15 working days from the date that applicant has been determined as physically qualified in accordance with the Manual of the Medical Department (NAVMED P117) Article 15-50 and that physical examination records (Standard Forms 88 and 93) have been completed and are submitted as enclosure (1). Insert in Block 5 of SF-88 and SF-93 the purpose of examination, "NAVSUPPU STATE DEPT CANDIDATE".

Housing Recommendations for Dependents. The entire tour at the NSU (UIC: 30002) is considered "SEA DUTY" (Sea/Shore Code 2). When a member initially reports to the NSU, they are assigned to the Temporary Duty (TDY) Pool. While the member is not considered as stationed overseas, the member will spend very few days stateside, specifically in the Washington, DC area to attend to administrative functions in between TDY assignments. Upon receiving an assignment to post at a specific overseas location for the remainder of the NSU tour, the member will receive a set of in-house PCS orders. These orders are unique to the NSU and do not change the official Navy status of the member: The member is still assigned to UIC: 30002, located in Washington, DC, serving on SEA DUTY (Sea/Shore Code 2). Therefore, the member and all dependents are entitled to only those benefits under the JFTR which apply to members serving on SEA DUTY (Sea/Shore Code 2). Members serve overseas within the Department of State, but are considered as serving in Washington, DC for any and all Navy purposes. JFTR, Chapter 5 (Permanent Duty Travel) describe entitlements and is the correct reference for transportation of dependents and household goods (HHG) for personnel assigned to the NSU. Understand this chapter before making any arrangements to move dependents and/or HHG. Members do not qualify for any benefits that are granted to personnel assigned overseas duty under normal Navy orders. Members remain assigned to Washington, DC for their full tour at the NSU even though they will be residing overseas within the NSU. Therefore, it is recommended that upon initial assignment to the NSU, the member either leave all dependents at their present location, or move them to a location that is equal to or less than the mileage distance from the member's last permanent duty station (PDS) to Washington, DC (member's new PDS). If the member decides to move dependents to a location that exceeds the mileage from last PDS to Washington, DC, the member will incur any costs that are over and above the entitlements of in-house PCS orders issued by the NSU. The member and all dependents are only entitled to move once either from Washington, DC, or to the post location overseas. If dependents have moved, the member will incur all costs above the amount needed to move member and dependents from Washington, DC to the overseas post. To summarize: Members assigned to duty at the NSU (UIC: 30002) are serving on SEA DUTY (Sea/Shore Code 2) for their entire tour onboard. Overseas allowance is not applicable to any portion of the member's tour at the NSU.

**\* OBLISERV/Tour Length: 36 months**

**PERS CODE: 401**

**Special Programs Screening Form Sections: A(60-months vice 36months) B, C, D2(SSBI), D6**

#### 9.18 U.S. NAVY FLIGHT DEMONSTRATION SQUADRON (BLUE ANGELS).

The permanent duty station of the U.S. Navy Flight Demonstration Squadron is Naval Air Station, Pensacola, Florida. Normally, applicants will be interviewed and their records screened by a representative of the Blue Angels. Requirements exist for personnel in the AD, AE, AK, AME, AMH, AMS, AO, AS, AT,

AZ, DM, PH, PR, YN and AN ratings. Most billets are for paygrades E-5 and E-6; however, qualified, highly motivated personnel of lower paygrades will be considered. The Blue Angels or the approving authority will contact NPC.

**\* OBLISERV/Tour Length: 36 months**

**PERS CODE: 404**

**Special Programs Screening Form Sections: A**

#### 9.19 USS CONSTITUTION.

USS CONSTITUTION is an important part of American heritage and the history of our U.S. Navy. Having earned her nickname "Old Ironside" during the War of 1812, USS CONSTITUTION is the oldest commissioned warship afloat in the world. USS CONSTITUTION is permanently berthed in Boston, Massachusetts. The crew of USS CONSTITUTION maintains and presents her to approximately one million visitors annually. Volunteers seeking duty aboard USS CONSTITUTION must be able to interact with the public with maturity, tact and as a model representative of today's Navy. Non-petty officers (E-3 and below) should preferably have fleet experience, but may be assigned directly from recruit training or academic (non-disciplinary) attrition from Class "A" School. Petty officers should be eligible for shore duty.

Members being considered for assignment to USS CONSTITUTION shall meet the following minimum qualifications:

- BTB minimum GCT 50; minimum WK 50; minimum VE 50.
- Non-petty officers must be unmarried and without dependents and have prior sea duty service.
- No physical disabilities that would preclude service onboard ship.

Normally, applicants will be interviewed and their records screened by USS CONSTITUTION. When an interview is not possible, it is requested that the last three performance evaluations be submitted with the NAVPERS 1306/7. In the case of newly recruited personnel, a copy of the enlistment contract should be forwarded to USS CONSTITUTION.

Any pertinent comments concerning qualifications should be so addressed on the NAVPERS 1306/7 or via telephone: USS CONSTITUTION (617) 242-5670 or Autovon 955-4965. USS CONSTITUTION will be approving authority and will contact NPC.

**\* OBLISERV/Tour Length: Normal Shore Ratings**

**PERS CODE: N/A**

**Special Programs Screening Form Sections: A**

#### 9.20 PERSONNEL EXCHANGE PROGRAM (PEP).

This program provides the opportunity for U.S. Navy personnel to become an integrated part of the overseas host country's Service. The intent of the program is to provide a better understanding and appreciation of our allies, allow foreign nations to become better acquainted with the United States through personal contact, and to provide interesting overseas duty assignments.

Eligible Ratings/NECs/Type Duty/General Billet Locations. Volunteers will be considered only for those rates/ratings for which PEP billet requirements exist, however, requirements change frequently. The billets currently authorized and their geographic locations are listed below. Updated information on billet requirements can be obtained by contacting COMNAVPERSCOM (PERS-4010G).



<u>AUSTRALIA</u>	<u>TYPE DUTY</u>	<u>*BELGIUM</u>	<u>TYPE DUTY</u>	<u>CANADA</u>	<u>TYPE DUTY</u>
STGC (0402/9502)	6	RM1 (2743/2714)	6	YNCM (0000)	6
OSC (0317/9502)	6			CTRC (0000)	6
PRC (5326)	4	<u>*ITALY</u>		CTRC (9112)	6
BM1 (5332)	4			CTRC (9132)	6
YN1 (0000)	6	SKC (2815)	3	CTR2 (9302)	6
GSCS (4206/9502)	6	ETC (0000)	3	CTR2 (9153)	6
FCC (1102/1169)	6	OSC (0317/9502)	3	CTR3 (9148)	6
		RM1 (5327)	4	CTR3 (9112)	6
<u>*GERMANY</u>				CTI3 (9203)	6
		<u>*NETHERLANDS</u>		CTM1 (9259)	6
GSEC (4123)	4			CTA2 (9190)	6
STGCS (9502)	4	AXC (8263)	4	CTM3 (9252/9258)	6
STGC (0452)	4	AT1 (6313)	6	CTM1 (9252/9258)	6
YNC (0000)	6	AMS2 (8251)	4	CTT2 (9141)	6
ETC (1435)	4			STGC (9502)	6
AMHC (8251)	4	<u>*NORWAY</u>		PN1 (0000)	6
AWC (7821)	4				
FCC (1153)	4	STGC (0626)	6	<u>*PORTUGAL</u>	
FCC (9502)	6				
EWC (9502)	6			DCC (9502)	3
BMC (5334)	4				
		<u>UNITED KINGDOM</u>			
OSCM (9502)	6	YNCM (0000)	6	MNC (5332)	6
AE1 (8377)	6	EM1 (5326)	4	PR1 (9502/9505)	6
YN1 (0000)	6	CTRC (9125)	6	CTMC (9281)	6

Language proficiency required. Selected personnel must be fluent in the native dialect or be trained via a Defense Language Institute (DLI) course prior to reporting for duty in these countries.

- Administrative support, such as pay, advancements, examinations, record maintenance and official correspondence, for PEP personnel will be provided by the U.S. Defense Attache' Office or designated supporting activity frequently remote from the PEP duty stations.
- In non-English speaking PEP countries, dependents may find themselves in areas where few if any local inhabitants speak English.
- Tour length for PEP duty is twenty-four months, based on the date the member reports to his ultimate PEP command. One-year tour extensions may be and frequently are authorized.
- Billets are designated Type 3 duty (overseas shore duty - sea duty for rotational purposes), Type 4 duty (nonrated sea duty - sea duty for rotational purposes), and Type 6 duty (preferred overseas shore duty - shore duty for rotational purposes).
- Personnel will be required to wear their U.S. Navy uniform and comply with the current U.S. Navy Uniform Regulations.
- PEP personnel will continue being paid their normal pay and allowance by the U.S. Government and any special allowance currently authorized, such as COLA/OHA or by billet authorization.
- The host service may provide single or family-type quarters (if available) for PEP personnel on the same basis and the same extent to which they provide quarters for their own personnel. Married personnel

are encouraged to take their dependents in order that a family unit may be represented.

- Provided a standard advancement examination score of 50 for E-7 candidates is achieved individuals are required to participate in only one advancement examination, for the next higher pay grade, during an assignment to a PEP billet. When members have been accepted for PEP assignment every effort should be made to participate in a current Navy-wide examination for the applicable grade prior to reporting for duty. A candidate who has achieved the applicable standard score and who has not previously been selected for advancement, shall have his/her service record automatically placed before the next selection board. This procedure will continue until the candidate is advanced or until he/she is no longer serving in a PEP billet.

**\* OBLISERV/Tour Length: 24 months** **PERS CODE: N/A**  
**Special Programs Screening Form Sections: A, B, C, D**

#### 9.21 BACHELOR QUARTERS MANAGEMENT TEAMS.

Bachelor Quarters Management Teams provide technical and managerial assistance to the staff of the Bachelor Officers' Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ) ashore. Members are tasked with submitting evaluations, making recommendations and providing on-the-job instruction in the areas of building maintenance, assignment desk, room control, sanitation, safety, furniture control, financial management, and service to resident. Their mission is to improve habitability and reduce operating cost through effective management.

To be eligible for selection to Bachelor Quarters Management Teams, Mess Management Specialists must be E-7 and above.

- Completed Bachelor Quarters Management Class "C" School and Instructors School prior to reporting for team duty.

**\* OBLISERV/Tour Length: Normal PST** **PERS CODE: 405**  
**Special Programs Screening Form Sections: A, D**

#### 9.22 PERSONNEL AND ADMINISTRATIVE ASSISTANCE TEAM.

Pay/Personnel/Administrative Training Team (PPAT) and the Personnel/Administrative Training Group (PATG) visit ships, aviation squadrons and other fleet/shore units. They provide training YN, PN and DK personnel in general administration, publications/directives, correspondence/reports control, ODCR/EDVR, DMRS, MANPOWER/NEC management, NJP/ADSEPS, ESO, EVALS/FITREPS, and all pay/personnel functions such as: receipts/transfers, leave accounting, reenlistment/separations, BAH/BAS/FSA, career sea pay/premium, SRB, SSB/VSI programs, pay record maintenance, LES reconciliation, payrolls, ATM, travel claims, UMIDS, financial returns and public/collection vouchers.

PPAT is part of the Afloat Training Group, Pacific, and is located in San Diego, CA. PATG is part of the Afloat Training Group, Atlantic, located in Norfolk, VA.

To qualify for assignment to either PPAT or PATG, an individual must;

- Be a YN/PN/DK, E-6 or above.
- Have previous operational and supervisory shipboard/squadron experience.
- Be serving as a supervisor in a Personnel/Administrative/Disbursing

Office for a minimum of one year at time of assignment to a PPAT or PATG on independent duty.

- Possess and demonstrate a superior degree of rating knowledge and competence, and applicant must have expert working knowledge of the Defense Joint Military Pay Systems (DJMS), pay entitlement and procedures.
- Have demonstrated ability to communicate effectively in the English language. Must be able to verbally articulate in a logical and coherent manner and must possess the composure to brief senior officers. Must be able to write reports using proper sentence structure, correct noun/verb tense agreement and punctuation. Legible penmanship is also required.

Requests for assignment to PPAT or PATG shall be submitted to COMNAVPERSCOM (PERS-402B) via:

PPAT: Commander  
Afloat Training Group, Pacific (Code N-2)  
Harbor Drive and Nimitz Boulevard  
San Diego, CA 92147-5000

PATG: Officer in Charge  
Afloat Training Group Personnel Admin Training  
8870 First Street STE 150  
Norfolk, VA 23511-3788

**\* OBLISERV/Tour Length: 36 Months                      PERS CODE: 405**  
**Special Programs Screening Form Sections: A, D1**

#### 9.23 MOBILE UTILITIES SUPPORT EQUIPMENT (MUSE) PROGRAM.

The Navy's MUSE Program supports shore establishment utility systems and cold-iron services throughout the world with supplemental equipment capable of steam and electrical generation, electrical transformation, and water treatment. MUSE teams provide siting, hookup, training and inspection of this equipment. Skill areas include the mechanical, electrical and instrumentation professions. Accepted applicants will undergo a rigorous 48 weeks of intensive training in the Primary Power Production Specialist Course conducted at Fort Belvoir, Virginia and 17 weeks of technical indoctrination after transfer to the NAVFACENGCOM DET Port Hueneme, CA. The Prime Power Production Specialist Course at Fort Belvoir, VA consists of:

- Academic Training - 17 weeks. Includes algebra review, introduction to physics, fundamentals of electrical and mechanical engineering, chemistry and process and corrosion control.
- Specialty Training - 19 weeks. Based on program requirements and the students previous training, students enter the mechanical or electrical specialty phase. Each phase is designed to provide intensive training in the specialty area as it relates to equipment used in both the Army Prime Power and Navy MUSE Programs.
- Operator Training - 12 weeks. Includes hands-on training in operating, maintaining and troubleshooting diesel and gas turbine driven power plants, steam systems and other power station systems.

Upon successful course completion, NEC 5633 is awarded. Graduates will then receive orders to Naval Battalion Center Hueneme, CA or one of several overseas locations. Needs of the program and previous duty will dictate the initial duty assignment.

Applications for assignment to this program are invited from SeaBee personnel who meet the following criteria:

- Pay grades E-4 through E-6 in the CE, UT, CM, EO, and SW ratings.
- No more than 12 years active duty.
- Minimum test scores: ASVAB: WK + AR = 110
- Have completed at least a one year course in algebra during high school or through another accredited school, or an equivalent course through DANTES. This requirement will not be waived.

SECURITY INVESTIGATION AND CLEARANCE REQUIRED. A secret clearance is required for all trainees prior to the commencement of the Primary Power Production Specialist Course.

The Prime Power Production Specialist Course convenes two classes a year, one in January and one in August. Student selection boards are convened in February for the August class and in May for the January class. The selection board will be comprised of a minimum of four Chief Petty Officers with the 5633 NEC. It will meet at NAVFACENGCOM DET Port Hueneme and screen all available COMNAVPERSCOM endorsed applications. Selections will be made in accordance with manning requirements of the program. Results of this board are then forwarded to COMNAVPERSCOM (401C) to screen for final approval and orders.

Applications not selected will be retained at NAVFACENGCOM DET Port Hueneme for further review at subsequent boards. Personnel are most often not selected due to failure to meet PRD obligation with their current command. Applications will be reviewed semiannually for up to 3 years. Applicants are invited to update their applications with schools, awards, copy of evals (last 2 years), grade transcripts for education, applicant's hand-written statement, service record pages 3, 4, and 5 or any other pertinent data during this period. Any such information should be certified as a true copy and sent via the member's command to:

OIC NAVFACENGCOM DET  
CB Logistics Center, Code 20  
4111 San Pedro Street  
Port Hueneme, CA 93043-4410

**\* OBLISERV/Tour Length: 60 months** **PERS CODE: 401C**  
**Special Programs Screening Form Sections: (SF88 and SF93) A, B, C,**  
**D1,2(BI)/overseas screening if applicable**

#### 9.24 SENIOR ENLISTED ACADEMIES (SEA'S).

Senior Enlisted Academies (SEA's) provide an opportunity for Master and Senior Chief Petty Officers to engage in studies which broaden their educational experience and assist in fulfilling leadership and managerial responsibilities.

The curriculum is designed to be demanding, challenging, diversified and comprehensive as possible, giving the student a broad exposure to all facets of leadership and management functions. Paygrade E-8 or E-9 (Selectees for E-8 must be frocked or advanced prior to CLCVN date).

There are currently four Senior Enlisted Academies. Location, class convening (CLCVN) dates, and the number of seats available are as follows:

- Navy Senior Enlisted Academy - NETC Newport, RI. 50 seats per CLCVN in JAN, MAR, MAY, AUG and OCT. Class time 9 weeks.
- Air Force NCO Academy - Gunter AFB, AL. 3 seats per CLCVN in JAN, MAR, MAY, JUL, AUG and OCT. Class time 8 weeks.
- Coast Guard CPO Academy - Petaluma, CA. 1 seat per CLCVN in JAN, MAR, MAY, JUL, SEP, NOV. Class time 6 weeks.
- Army Sergeants Major Academy - Fort Bliss, TX. 7 seats per CLCVN in JAN and JUL. Class time 20 weeks. (PCS move. No geographical bachelor quarters available).

Confirmed quotas are granted in connection with PCS/TEMUINS transfer. TEMADD Stand-by quotas are also available.

Senior Enlisted Academy Selection Board convenes twice per year in June and December. Due date of application is indicated below:

- 01 April each year for the June Selection Board which will select candidates for all academies beginning the first half of the following year (i.e., June 1999 board screens applications for classes convening January thru June 1999)
- 01 October each year for the December Selection Board which will select candidates for all academies beginning the latter half of the following year (i.e., December 1999 board screen application for classes convening July through December 1999).

Although every effort will be made to place those personnel selected in the desired academy, individuals will be placed in accordance with available seats. Selection Board Results will be published by message upon completion of each board.

**\*OBLISERV/Tour Length: 36 months**

**PERS CODE: 40FF**

**Special Program Screening Form Section(s): A**

#### 9.25 JOINT STAFF DUTY WITH MILITARY ENTRANCE PROCESSING STATIONS (MEPS).

MEPS are responsible for aptitude testing, medical evaluations, administrative processing, enlistment, and shipment of applicants for the Armed Forces. The billets within MEPS activities are open to all ratings paygrades E-5 to E-9. Joint Duty billet within headquarters, U.S. Military Entrance Processing (USMEPCOM) whose nation-wide mission is to qualify applicants medically, aptitudinally, and morally for enlistment into the Armed Forces. Many MEPS activities are in remote locations or in the center of a major city; therefore, members should be advised that financial stability is a must to successfully complete a tour at a MEPS duty station. Applicants must complete a financial screening form with a certified Family Service Center (FSC) Financial Counselor or Command Financial Counselor. Submit a certified copy of completed financial screening form to: **HQ, USMEPCOM, Attn: HR-PE/Navy, 2834 Green Bay Rd, North Chicago, IL 60064-3094.**

**\*OBLISERV/Tour Length: 36 months**

**PERS CODE: 4010**

**Special Program Screening Form Section(s): A, C, D3**

#### 9.26 NAVY HARBOR PILOT PROGRAM.

A Navy Harbor Pilot pilots naval ships of all classes and tonnage in and out of harbors and naval bases or to and from docks and berths. Supervises naval

and civilian personnel in docking, berthing and mooring of all classes of vessels, floating docks, cranes, and barges. Directs operation of pusher boats (YTLs, YTM's, YTBs) in the movement of ships and tows to and from sea, and in harbors. Member must be interviewed and subsequently recommended by an active Navy Harbor Pilot, unlimited tonnage. If accepted and upon completion of training, the applicant should expect at least two consecutive overseas tours before being assigned to duty in CONUS. One tour of unaccompanied duty can be anticipated. Navy Harbor Pilots are routinely on standby to move at short notice to areas of political unrest or strikes to ensure smooth flow of military cargo and ships. Personnel in paygrades E-6 and above in BM, QM, and SM ratings are eligible.

**\*OBLISERV/Tour Length: 6 years**

**PERS CODE: 405**

**Special Program Screening Form Section(s): A/Overseas Screening, if applicable**

#### 9.27 NAVY MUSIC PROGRAM (MU).

The Navy Music Program is comprised of personnel who possess musical skills in varying styles, to include martial, classical, jazz, rock and country/western. Members must audition prior to requesting lateral conversion/assignment to MU "A" School. This audition constitutes the official assessment of the member's overall musical performance ability, and may be administered by the School of Music or any of the 14 official Navy Bands located throughout CONUS and overseas listed below. Individual commands may grant "cost" TEMADD orders, but it is not required. Special-liberty, leave or no-cost TEMADD orders may be required by the member to properly affect the audition. Contact PERS 64 for audition sites. Members auditioning for this program must demonstrate competent performance ability on a major instrument, and basic knowledge and performance ability on secondary (minor) instruments, where required as indicated below:

<u>NEC</u>	<u>PRIMARY INSTRUMENT</u>	<u>SECONDARY INSTRUMENT REQUIREMENT</u>
3801	Flute/Piccolo	Saxophone
3802	Oboe	None
3803	Clarinet	Saxophone
3804	Bassoon	None
<u>NEC</u>	<u>PRIMARY INSTRUMENT</u>	<u>SECONDARY INSTRUMENT REQUIREMENT</u>
3805	Saxophone	Clarinet or Flute*
3806	Trumpet	None
3807	French Horn	None
3808	Euphonium (Baritone)	Trombone
3809	Trombone	None
3811	Tuba	None
3812	Guitar	Note 1
3813	Percussion (Drums)	None
3814	Piano/Guitar	Note 1
3815	Electric Bass	Note 1
3825	Vocalist/Entertainer	Note 1

Note 1: Guitar, keyboard, electric bass instruments, and vocalists receive basic skills instruction in Percussion Techniques during "A" School, and perform on auxiliary percussion instruments for ceremonial, parade and similar performance requirements (bass drum, cymbals, Latin-percussion, etceteras).

\* Determined by Chief of Naval Personnel, based on current manning requirements.

- Following the audition, the member will return to his/her parent

command.

**\*OBLISERV/Tour Length: 36 months**  
**Special Program Screening Form Section(s): N/A**

**PERS CODE: 64**

9.28 NAVY MANPOWER ANALYSIS CENTER (NAVMAC)

The Navy Manpower Analysis Center is responsible for developing and documenting wartime manpower requirements for all Navy fleet and shore activities and reviewing documentation for total force manpower requirements of the shore establishment, both peacetime and wartime. NAVMAC Manpower Analysis conduct detailed analyses of workload, manning standards, and mission statements in order to determine optimum levels of manpower required for units to meet their respective wartime missions. Manpower Analysis conducts extensive on-site surveys of workload on ships, staffs and aviation squadrons and uses collected data to develop ship, squadron or fleet manpower documents.

They develop and apply various industrial engineering techniques designed to increase an organization's capability, proficiency and productivity without increasing resources or existing workload. Ratings assigned to NAVMAC include: AB, AD, AE, AK, AM, AT, AV, AZ, BM, BT, CT, DK, DS, EM, EN, ET, FC, GM, GS, HM, HT, IC, IS, MM, MS, OS, PN, IT, SH, SK, STG, STS, WT AND YN. Personnel assigned to NAVMAC Manpower Analysts Billets are required to possess or attain NEC-9513 and be eligible for Secret Security Clearance.

**\*OBLISERV/Tour Length: 36 months**  
**Special Program Screening Form Section(s): A, D2(SSBI)**

**PERS CODE: 9513**

9.29 HISTORIC SHIP NAUTILUS (SSN 571).

The Historic Ship NAUTILUS (SSN 571) is an important part of U.S. Navy history. The ship is located in Groton, Connecticut and hosts more than 250,000 visitors each year. The crew of the NAUTILUS is in constant contact with the public, requiring an outstanding personal appearance, free of obvious skin blemishes and excellent natural posture and military bearing. Good moral character with respect to authority, as well as a clear, distinct speaking voice (free from any impediment) is a must. Member must be submarine (SS) qualified, however, nuclear-trained females may be considered upon completion of an AS/CVN tour and favorable endorsement as having the ability to perform RADCON duties. E6 personnel not qualified Engineering Watch Supervisor (EWS) or Chief of the Watch (COW) must be recommended by the CO as having the potential to rapidly qualify for the appropriate watch upon returning to sea following the NAUTILUS tour. All nuclear-trained personnel will be ordered via Naval Submarine Support Facility, New London, CT for radiological controls training. Commanding Officers must personally interview applicants prior to certifying eligibility. \*Languages desired: French, Spanish, German, Arabic, Japanese, Chinese, or Tagalog. Qualification(s): Senior in rate.

**\*OBLISERV/Tour Length: Normal sea/shore tour**  
**Special Program Screening Form Section(s): A**

**PERS CODE: 403C**

9.30 NAVY ABSENTEE COLLECTION AND INFORMATION CENTER (NACIC).

Navy Absentee Collection and Information Center (NACIC) assigned personnel transport apprehended deserters/absentees to points throughout the United States and overseas. This usual tasking places each member in the extremely high position of visibility to the civilian and military community. While transporting personnel, assigned members are acting independently and, therefore, must possess the highest levels of maturity, sound judgement, and unquestioned reliability.

Medical and dental screening. Members must be medically fit for extensive air travel. Health and Dental records are to be screened following guidance in NAVMED P-117, Manual of the Medical Department, and documented in the member's health record. Members are to be at least in a Class II Dental status prior to transfer.

Serious financial problems or indebtedness which are not resolved, or a documented history of indebtedness over the last three years is disqualifying for duty at NACIC.

Assignment to a NACIC involves extensive TAD travel on short notice. Prospective assignees shall be apprised of this fact. Single parents must have a child care-provider available at all times. Care-provider certificates must be validated.

**\*OBLISERV/Tour Length: 36 months** **PERS CODE: 4010D2**  
**Special Program Screening Form Section(s): A, B, C and D3**

9.31 STAFF DUTY WITH THE BROADENED OPPORTUNITY FOR OFFICER SELECTION AND TRAINING (BOOST) PROGRAM.

BOOST is a Navy upward mobility program that allows educationally disadvantaged young men and women to prepare themselves to gain entrance to the Naval Academy or to accept NROTC Scholarships.

**\*OBLISERV/Tour Length: 36 months** **PERS CODE: 4010C, 4010D**  
**Special Program Screening Form Section(s): A**

9.32 ENLISTED TAR (TRAINING AND ADMINISTRATION OF RESERVE) CONVERSION.

Increased emphasis has been placed on integration of the Naval Reserve into the operating forces, by making Reserve commands substantially more capable of rapid mobilization and augmentation. In addition to new hardware, aircraft, and ships, growth of the Reserve force requires additional talented, career oriented personnel. Conversion of Navy members currently on active duty is essential to meet the manning requirements of the TAR program. Ratings included are EM, EN, ET, HT, IC, MM, MR, IT and MS (male only), E4-E7 HM, and E4 and E5 AC, AD, AE, AK, AMS, AME, AMH, AO, AQ, AW, ASE, ASM, AT, AW, AX, AZ, JO, PH, PN, PR, SK, YN and NC. Service member must take into consideration that an administrative reduction in rate will occur if recalled to active duty.

**\*OBLISERV/Tour Length: 48 months** **PERS CODE: N41/N42 at NRPC**  
**Special Program Screening Form Section(s): A**

9.33 NUCLEAR TRAINED PERSONNEL TO NUCLEAR CAPABLE INTERMEDIATE MAINTENANCE ACTIVITIES.

Each nuclear capable IMA has a RADCON Division consisting of ELT and non-ELT nuclear trained personnel and a nuclear planner division consisting of non-ELT nuclear trained personnel. Certain nuclear capable IMA's also have a nuclear repair division consisting of non-ELT nuclear trained personnel. Billets in AS tenders count as sea duty for rotation. Locations include:

GUAM  
SAN DIEGO, CA  
NEW LONDON, CT  
PEARL HARBOR, HI

LA MADDELENA, SARDINIA  
NORFOLK, VA  
KINGS BAY, GA  
BANGOR, WA

Nuclear trained personnel interested in requesting assignment to a nuclear



capable IMA, must be qualified on those watchstations required by NAVPERS 18068 (Manual of Enlisted Manpower and Personnel Classifications and Occupational Standards) for assignment of the Nuclear Propulsion Plant Supervisor NECs. E-6 personnel requesting assignment as Nuclear Planner must be Engineering Watch Supervisor qualified. Tour length for shore IMA is 36 months.

Requests should include:

- NPTU/NPS class standings (overall standing, not in-rate standing).
- Highest nuclear watchstation qualification.
- Nuclear Instructor Duty screening for personnel requesting follow on assignment to NPTU.
- CO's comments for IMA suitability and any requested waivers.

**\*OBLISERV/Tour Length: Normal PST (24 months AS) PERS CODE: 403**  
**Special Program Screening Form Section(s): A, D1**

#### 9.34 COMMAND MASTER CHIEF (CM/C).

Fleet, Force, and Command Master Chiefs are the principal Enlisted Advisors to their Commanders/Commanding Officers in stimulating better communications, and fostering a better understanding of needs and viewpoints of enlisted members. They assist their Commanders/Commanding officers in the formulation and implementation of policies concerning morale, welfare, utilization, job satisfaction, training, and discipline of the Navy's men and women. In the discharge of their duties, Fleet, Force and Command Master Chiefs report directly to Commanders/Commanding Officers, working within the Chain of Command as directed by the Commander/Commanding Officer. Specific screening requirements are contained in OPNAVINST 1306.2C.

**\*OBLISERV/Tour Length: 36 months PERS CODE: 40FF**  
**Special Program Screening Form Section(s): N/A; SEE OPNAVINST 1306.2**

#### 9.35 ADVANCEMENT EXAMINATION AND RATE TRAINING MANUAL WRITER.

Advancement Examination and Rate Training Manual writer billets must be E7 and above.

**\*OBLISERV/Tour Length: 36 months PERS CODE: 4010**  
**Special Program Screening Form Section(s): A**

#### 9.36 FLAG/STAFF DUTY FOR MESS MANAGEMENT SPECIALISTS.

Flag Mess and Enlisted Aides are normally assigned to personal staffs of flag officers, executive level activities and joint staffs. Assignment to this duty is highly competitive. Historically, personnel selected for these assignments possess superior performance records, special culinary skills often gained through off duty education or experience, impeccable appearance and strong recommendations from their Commanding Officers.

Qualifications: An individual must possess the following qualifications for nomination as a Flag Mess or Enlisted Aide. Waivers of these qualifications will not be granted.

- Highly motivated for assignment and strongly recommended by Commanding Officer.

- Ability to work effectively with senior officers.
- Recent experience in food preparation and meal service (at least 2 years).
- In some cases, experience in bookkeeping or automated accounting is a plus.
- A clear record, free from conviction by courts-martial, civil court (except minor traffic offenses) and non-judicial punishment in the past three years.
- Able to meet security clearance requirements.
- Emotionally stable and able to work arduous hours.
- No evaluation mark below 3.0 for past years.

Request for assignment as a Flag Mess or Enlisted Aide will be submitted to Naval Personnel Command (PERS-4010F2) via the administrative chain of command on an Enlisted Personnel Action Request (NAVPERS 1306/7). When submitting a 1306/7 include copies of the last three evaluations and your Commanding Officers endorsement on letterhead. Requests should be submitted at 8-10 months prior to member's PRD to allow sufficient time for review of nominees, personal interviews (if required), and final selection.

Personnel serving as Enlisted Aides must volunteer in writing prior to execution of orders and may choose to terminate Enlisted Aide at any time. A description of the program can be found in SECNAVINST 1306.2. Tours for personnel assigned overseas shall be in accordance with Chapter 4 of this manual. PRDs for personnel in public quarters are determined by the tour length of the Flag Officer.

**\*OBLISERV/Tour Length: MS 36 months** **PERS CODE: 4010F2**  
**Special Program Screening Form Section(s): A, B, D 2, 3**

#### 9.37 NAVAL SURFACE FORCE, READINESS SUPPORT GROUP SUPPLY READINESS TEAMS.

The Naval Surface Force, Readiness Support Groups Supply Readiness Teams provide technical and management assistance to Supply officers, Storekeepers, Mess Management Specialists, and Ship's Servicemen in the daily operation of afloat supply departments. Additionally, these personnel provide classroom seminar training in numerous fields of supply including SNAP I, SNAP II, Food Service Management (FSM), Retail Operations Management (ROM), A-SNAP I, Food Service Records and Returns, Ship's Store Records and Returns, Private Mess, etc.

**\*OBLISERV/Tour Length: PST** **PERS CODE: 405**  
**Special Program Screening Form Section(s): N/A**

#### 9.38 WHITE HOUSE COMMUNICATIONS AGENCY (WHCA).

The White House Communications Agency (WHCA) provides premier communication systems that enable the President and the Presidential staff to lead the nation effectively.

The WHCA manages a worldwide screening program to identify personnel for assignment to the agency by traveling to various naval bases. The screening team conducts a record screen of those personnel that meet the initial qualification criteria. Eligible candidates selected from the record screen will then attend an orientation and continue on with personal interviews and further security clearance processing. Paygrade E4 may not have more than 7 years total active military service, paygrade E5 may not have more than 10 years total active military service and paygrade E6 may not have more than 15

years total active military service.

- Members must be in the following ratings:  
CTA, CTI, CTM, CTO, CE, EM, ET, IC, PH, PN(E6), IT.
- Be an U. S. citizen.
- Be eligible for assignment to a Presidential Support Duty in accordance with DoD Directive 5210.55 dated 15 December 1998, DoD directive 5210.87 dated 30 November 1998 and SECNAVINST 5312.12B.

Tour Lengths. Considering the intense training received at the WHCA all enlisted tour lengths shall be 4 years with the following exceptions: Electronics Technicians(ET), Radioman(RM) and Photographer's Mate(PH) will be assigned for 5 years. Personnel assigned to WHCA who are Submarine Qualified(SS) will be assigned for 4 years. Limitations placed on (SS) personnel regarding time away from submarine duty and CONSUBPAY preclude granting extensions and set their PRDs at the maximum of 4 years.

"A" School Recruiting. Prior to receiving orders to the WHCA, volunteers to participate in a recruiting program will be assigned to an initial 24 month tour at sea upon completion of their advanced electronics class C" school.

- Personnel will not be eligible to attend advanced training for one of the following NECs: 1413, 1415, 1419, 1428, 1429, 1458, 1466, 1479, 1480, 1493, 1494, 1495, 1568, 1570, 1571, 157, 1578, 1579, 1580, 1589, 1590, 1613, 1646, 1654, 1657, 1676, 1685, 4749, 9597, 9602, 9606, 9610, and 9611.
- Assignment to the WHCA is contingent on the successful completion of a special background investigation for presidential duty, qualifying as an Enlisted Surface/Aviation Warfare Specialist, and the availability of an authorized billet.
- If member is not placed on orders to the WHCA, they will complete the full initial prescribed sea tour at the sea command to which they were initially assigned.

**\*OBLISERV/Tour Length: See above** **PERS CODE: 4010D, 4010F**  
**Special Program Screening Form Section(s): A, A3(no time limit), C, D2(SSBI)**

#### 9.39 NAVAL RESERVE OFFICER TRAINING CORPS TRAINING (NROTC) AND SUPPORT PERSONNEL.

Personnel selected for duty as instructors at any NROTC.

**\*OBLISERV/Tour Length: 36 months** **PERS CODE: 40**  
**Special Program Screening Form Section(s): A**

#### 9.40 FAMILY SERVICE CENTERS.

Family Service Centers (FSCs) provide a full range of counseling, education and training, and information and referral services for service members and their families.

INFORMATION AND REFERRAL SPECIALIST. Counselors performs specialized Information and Referral (I&R)/Crisis Intervention duties. Hotline responses range from individual information requests, to shipboard crisis or world crisis, and potential suicide situations.

- I&R Specialists act as an initial contact for service members and their families providing information on, and referral to established

federal, state and local programs available to aid military families. Maintains an automated information data bank of Hampton Roads area personal support service available to military personnel and their families. Information and referral includes, but is not limited to: health care resources, personal/family/marital counseling, housing, child care, legal assistance, education resources, religious service/pastoral counseling, and other family support services.

- Provides crisis and suicide intervention. Evaluates each situation, calms caller and makes appropriate referrals and/or coordinates local law enforcement/medical intervention when required.
- Have a combined VE + AR OF 110.
- Have NO history of child or spouse maltreatment. Due to the close working relationship with Navy families in crisis, members currently involved in Family Advocacy Program (FAP) are not eligible.

**\*OBLISERV/Tour Length: PST**

**PERS CODE: 8**

**Special Program Screening Form Section(s): A, C**

#### 9.41 USS ARIZONA MEMORIAL.

USS ARIZONA Memorial is a premier tourist attraction in Hawaii. More than 1 million visitors annually pay their respects to the ship and her crew. Volunteers seeking duty at USS ARIZONA Memorial must be able to deal with the public. Non-petty officers (E-3 and below) should preferably have fleet experience. Petty officers should be warfare qualified.

- BTB minimum GCT 50; ASVAB 5,6,7 minimum WK 50; ASVAB 8,9,10,11,12,13,14 minimum VE 50.
- No obvious skin blemishes or tattoos that when viewed would bring discredit upon the Naval service.
- Clear distinct speaking voice, free from any impediment or heavy accent.
- Non-petty officers must be unmarried and without married dependents.
- No physical disabilities that would preclude service onboard ship.

Normally, applicants will be interviewed and their records screened by the USS Arizona Memorial. When an interview is not possible, it is requested that the last three performance evaluations be submitted with the NAVPERS 1306/7. In the case of the newly recruited personnel, a copy of the enlistment contract should be forwarded to the USS Arizona Memorial.

**\*OBLISERV/Tour Length: DoD Tour**

**PERS CODE: 4010D**

**Special Program Screening Form Section(s): A, D; Overseas Screening**

#### 9.42 MOBILE ENVIRONMENTAL TEAMS (METS).

METs provide short term, on-scene tactical environmental support to operating units which do not have oceanographic support personnel assigned. MET teams are equipped to provide a wide variety of support including meteorological and oceanographic forecasts and observations and upper air observations using portable computers, facsimile equipment, satellite receiving equipment, communications and other equipments. In addition, they provide training in observing, recording and reporting surface weather and oceanographic observations. There are currently seven (7) METs located:

- Norfolk, VA
- Rota, SP
- Jacksonville, FL
- Pearl Harbor, HI
- San Diego, CA
- Yokosuka, JA

Personnel with NEC 7412, 7416 and 7418 are eligible for assignment to this program. Possession of or eligibility to obtain a SECRET security clearance in accordance with OPNAVINST 5520.1 series is a requirement. Duty with METs is classified as type 2 or 4 sea duty.

**\*OBLISERV/Tour Length: PST** **PERS CODE: AG Detailer**  
**Special Program Screening Form Section(s): A, D2**

#### 9.43 NAVAL SPECIAL WARFARE MOBILE COMMUNICATION TEAMS (MCT).

MCT billets require duty in arduous field environments (many times isolated and independent) supporting special warfare operations. Units are homeported at Naval Amphibious Base Coronado, CA and Little Creek, VA but make continuous deployments to overseas locations. Eligible for a top secret clearance. Member's command will initiate a background investigation (BI).

**\*OBLISERV/Tour Length: 36 months** **PERS CODE: 406**  
**Special Program Screening Form Section(s): A, B, C, D2**

#### 9.44 FLAG OFFICER (STAFF) DUTY.

Support duty for Flag Officers staff in various billets are open to all ratings and paygrades. All screening requirements are to be completed by member's current command prior to issue of PCS orders. Take action as directed by PERS-40 nominating message and report completion to specific PERS code, info gaining command.

**\*OBLISERV/Tour Length: 36 months** **PERS CODE: 40**  
**Special Program Screening Form Section(s): A, D2, 3**

#### 9.45 NAVY TUGMASTER PROGRAM.

Operates YTM/YT tugs to assist in mooring, docking, getting underway, and cold iron moves. Directs use of head, breast and powerlines and stern tow makeups. Employs International and Inland Rules of the Road, navigational, visual and radio communications procedures. Directs the operation and maintenance of engineering plant, deck machinery firefighting and other emergency equipment. Assists in sea/air rescue and mission of mercy operations. Directs the movement of non-self-propelled Yard Craft within the boundaries of harbors, bays and sounds. Applicants meet the following criteria:

- Must be in paygrade E6 and above in the BM, QM and SM rating.
- Be a qualified Enlisted Surface Warfare Specialist.
- Must not be color blind.
- Meet qualification contained in OPNAVINST 3171.2.

**\*OBLISERV/Tour Length: 36 months** **PERS CODE: 4010**  
**Special Program Screening Form Section(s): A, D2, 3**

#### 9.46 FLEET ASSISTANCE TEAMS. Navy Exchange Service Command Office Fleet Assistance Teams provide technical and managerial assistance to Ship's

Servicemen in ships store retail and service operations, as well as, provide in-depth assistance in accountable records maintenance. They also provide technical and managerial assistance to Engineering personnel in the EM and MM rating in laundry and dry cleaning operations, and the Navy 3M system. These teams are located at Norfolk, Mayport, San Diego, Naples, Italy and Yokosuka, Japan.

- Team Leader: E8 or E9 SH

- SH member: E5-E7 with at least one sea tour

- Have completed ROM "C" school and SH PQS prior to reporting for duty. Team Leaders to have completed Instructor School (NEC 9502).

- MM/EM member:

- EM/MM member: E6-E7 with at least one sea tour

- Have completed Instructor School(NEC 9502).

**\*OBLISERV/Tour Length: 36 months**

**PERS CODE: 405/402**

**Special Program Screening Form Section(s): A**

9.47 FLEET AVAIAATION SPECIALIZED OPERATOR TRAINING GROUP DETACHMENT SHIP TRAINING TM ATLANTIC/PACIFIC FLEET.

AMMT is responsible for conducting Maintenance Management Evaluations throughout the Fleet, providing expert assistance and training to ensure strict compliance with the Naval Aviation Maintenance Program (NAMP). AMMTs provide organizational and intermediate level evaluations on programs such as CTPL, AWSEP, tire and wheel, calibration, ESD HAZMAT, tool control, ordnance certification, SE training and licensing, maintenance department safety, QA audits, and other NAMP programs.

NALCOMIS provides organizational, intermediate, and supply support center activities with a responsive computer-based management information system. The goals of NALCOMIS are increase aircraft readiness by providing local maintenance and supply managers with timely and accurate information required in their day-to-day management and decision making process, reduce the administrative burden on the Fleet, and improve the quality of upline reported data. NALCOMIS teams are responsible for implementation of programs, on-site operator training, and liaison with the COMNAVAIRSYSCOM program manager, contractors and the Central Design Agency (CDA).

FASOTRAGRULANT/FASOTRAGRUPAC DET SHIP TRNGFM assignments are Sea Duty (Sea/Shore Code 2) for rotation purposes and members are required to serve on extended TEMADD assignments.

**\*OBLISERV/Tour Length: 36 months**

**PERS CODE: 404**

**Special Program Screening Form Section(s): A, D2**

9.48 LANDING CRAFT, AIR CUSHION (LCAC).

The LCAC is a high speed, ship-to-shore, over-the-beach Air Cushioned Vehicle (ACV) designed to operate from the welldeck of amphibious assault ships. It's primary mission is to conduct high speed, ship-to-shore, over-the-beach operations in support of Marine amphibious forces. It is capable of carrying a 60-ton payload at 30 knots. Launched from the welldeck of amphibious ships (LSDs, LHAs, LHDs and LPDs), the LCAC can transport to the beach equipment, personnel, and weapons and is capable of transporting up to 180 troops. The craft is comprised of five crew members. Craft Master (NEC 0167) duties

include maneuvering the craft and supervising all craft activity. Craft Engineer (NEC 4131) duties include operating the craft engineering, auxiliary and propulsion equipment. Craft Navigator (NEC 0304) duties include operation of installed communication and navigation electronic equipment. Deck Mechanic (NEC 4133 or 4135) duties include at sea trouble shooting and repair of engineering systems. The Load Master duties are supervises loading and unloading of all cargo, ensuring proper craft balance, and supervises all seamanship evolutions. Member must have a minimum ASVAB: AR + MK + GS + EI = 204 and be eligible for a Secret clearance IAW OPNAVINST 5510.1A. Night blindness will be cause for rejection. Color vision must pass the Farnsworth lantern test or 12 of 14 Pseudoisochromatic Plates (PIP). Hearing must meet the following ISO standards in each ear during required audiogram:

frequency range	better ear	worse ear
500hz	35db	50db
1000hz	30db	50db
2000hz	30db	50db

Upon completion of initial PST, all personnel complete a follow on NST within the LCAC community. Assignments will be made by NEC vice rate or paygrade. This shall be done in order to recoup the tremendous investment made in training and qualifying personnel.

**\*OBLISERV/Tour Length: PST** **PERS CODE: 409**  
**Special Program Screening Form Section(s): A, B, C1,2**

#### 9.49 MARINE HELICOPTER SQUADRON ONE(HMX-1) (NIGHTHAWKS)

HMX-1 is the designated Presidential helicopter support squadron based at Quantico, Virginia. The Marine and Navy personnel assigned to HMX-1 perform a wide range of duties including the transport of executives, heads of states as well as providing support to various commands attached to the Marine Corps Combat Development Command located at Quantico, Virginia.

- Be in pay grade E3 through E7.
- Eligible ratings AK(E3-E7), and HM (E3-E6)(NEC's 8406 and 8425).
- Be a U.S. citizen and, if married, immediate family, including in-laws be U.S. citizens.

Be eligible for assignment to a Presidential Support Activity in accordance with SECNAV instruction 5312.12b, and DoD directive 5210.55. Final screening will be conducted by HMX-1. Upon completion Security Admin of screening, HMX-1 will send a message with the results of the screening to the respective COMNAVPERSCOM detailer. If accepted PCS orders will be issued.

Mail: HMX-1 (Security Admin)  
 2101 Rowell Rd.  
 Quantico, VA 22014

Fax: HMX-1 Security Admin  
 Comm: (703)784-2919  
 DSN: 278-2919

Note: For additional information regarding duty or security clearance information contact HMX-1 Security Administration at: (C) (703)784-2910/2705/4256 or DSN 278-2910/2705/3302.

**\*OBLISERV/Tour Length: PST** **PERS CODE: Detailer**  
**Special Program Screening Form Section(s): A, B, D2**

9.50 ASSIGNMENTS OUTSIDE THE DEPARTMENT OF DEFENSE (DOD). DoD Directive 1000.17 establishes policy and assigns responsibility for the management and administration of military and civilian personnel supporting non-DoD agencies

and activities. DoD Directive 5132.10 establishes policy and assigns responsibility for personnel assigned outside DoD involving individual foreign military sales funded by foreign governments and Military Assistance Groups and Missions. PERS- 4010F, Washington Area Assignments, is responsible for coordinating the placement of officers in agencies outside the DoD. The use of DoD personnel to support non-DoD agencies and activities is rigorously controlled and all new positions are approved in writing by the Office of the Assistant Secretary of Defense (MRA&L). Individuals on their last tours prior to retirement will not normally be assigned outside DoD.

Assignment of Department of the Navy (DoN) Personnel to Congressional Staffs. Personnel will not be detailed or otherwise assigned to committees of Congress or to the personal staffs of members of Congress except in the case of an assignment to perform duties for a specific duration in a specific project. Such assignment must be approved in advance by the Navy Comptroller or the Chief of Legislative Affairs, as appropriate, and the Assistant Secretary of the Navy (M&RA). DoN activities are not authorized to establish independent congressional fellowship programs.

**\*OBLISERV/Tour Length: PST PERS CODE: Detailer**  
**Special Program Screening Form Section(s): A, B, D2**

#### 9.51 CINCLANTFLT NON-DEVELOPMENTAL ITEMS (NDI) (INSTRUCTOR)

The CINCLANTFLT NDI staff is composed of experienced senior enlisted personnel dedicated to improving operational safety and survivability throughout the fleet and all Department of the Navy activities. The NDI staff is required to assess commercial off the shelf items for possible implementation throughout the fleet.

- Members E5: Must have minimum of six years active service.
- For DC rating: 4811 NEC required.
- For HT rating: Repair Locker Leader, Fire Marshal and Gas Free Engineer Petty Officer qualified.
- Qualified Enlisted Surface Warfare Specialist (ESWS) or Warfare qualification in primary career field (submarine, aviation, etc.).

**\*OBLISERV/Tour Length: 36 months PERS CODE: 402**  
**Special Program Screening Form Section(s): A, D1**

#### 9.52 INSTRUCTOR DUTY

Personnel selected for duty as instructors will be ordered via instructor school on methods and techniques of training and upon completion, transfer to the appropriate activity for duty as an instructor.

SECURITY CLEARANCE: OPNAVINST 5510.1H, provides that any person selected for duties in connection with programs involving the education and orientation of military or civilian personnel shall have been the subject of a favorable National Agency Check (NAC), or ENT-NAC, or NACI, as applicable.

**\*OBLISERV/Tour Length: 36 months or NST if longer PERS CODE: 4010**  
**Special Program Screening Form Section(s): A, D2(NAC)**

#### 9.53 RECRUIT DIVISION COMMANDER (RDC) DUTY

Recruit Division Commanders (RDC) are the single most important factor in preparing new enlisted personnel for a successful Navy career. Few billets



are as demanding as those of training recruits. In execution of these duties, personnel assigned to recruit training must continually demonstrate superior leadership and motivational skills in demanding and often unique situations. The tasks required are mentally, physically and emotionally demanding, require proven self-discipline and imaginative problem-solving skills. Above all, recruit Division Commanders must be highly principled, possessing strong character and personal and professional integrity. They must be committed to reflect the Navy's Core Values.

All candidates should be re-screened by detaching command 30-45 days prior to detachment. If status has changed, detaching command should notify PERS-4010D and RTC Great Lakes by message prior to execution of orders.

Duty as a Recruit Division Commander has many advantages such as special duty assignment (SDA) pay, guaranteed choice of coast for follow-on assignment and leadership experience that is unmatched in any other billet.

The Commanding Officer will personally evaluate and certify that the member has been screened for the following:

- Performance evaluations: No mark below 3.0 on NAVPERS 1616/26 in any trait and must reflect steady or improving trend for past 36 months.
- No NJP, courts-martial, civil conviction or significant involvement with civil authorities within the past 36 months.
- Must demonstrate strong traits in military bearing and leadership.
- E5's: Must have a minimum of 6 years active service and 2 years time-in-rate.
- Warfare qualification required (waivers granted on case-by-case basis).
- Minimum VE score of 50 (waivers granted on case-by-case basis).
- Physical Readiness: Member must be able to pass the Physical Fitness Assessment (PFA) for their age group. The RDC candidate must be able to perform the run portion of the PRT before the screening is submitted to NPC. Waiver of the run portion of the PRT is not allowed.
- Tattoos: Individuals with excessive or tasteless (nudity/profanity) visible tattoos are not eligible. Excessive is defined as tattoos that cover over two-thirds of an individual's exposed limbs.

Upon completion of the Commanding Officer's interview, the following NAVPERS 1070/613 (Page 13) entry must be completed.

Date: (Rate/Name) was interviewed this date in accordance with Enlisted Transfer Manual Chapter 9.53 and found to be fully qualified for assignment to Recruit Division Commander Duty.

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Commanding Officer's Signature

Note: By direction is not authorized and will not be accepted.

Command Master Chief Interview Process. A screening board chaired by the CMC and a minimum of 3 other board members must interview the nominee prior to the Commanding Officer's interview. The following administrative remarks apply to all personnel assigned as Recruit Division Commanders and shall be briefed to all applicants.

- Member must be committed to and reflect the Navy Core values.
- Tobacco use is severely restricted at RTC.
- Pregnancy is not disqualifying; however, PRD will be lengthened to include limited duty and convalescent leave associated with pregnancy and childbirth.
- RDC tour, minimum three years, commences upon successful graduation from Recruit Division Commander "C" school.
- Members family must be screened to ensure known medical conditions can be properly cared for.
- Exceptional Family Member (EFM) participation is not disqualifying. Candidates with dependents enrolled in this program should be closely screened and counseled concerning the availability of required services and the demanding nature of duty at Recruit Training Command.
- Single parent members must be counseled about working hours, duty requirements, and extended child care requirements (documented by service record Page 13 entry). Point of contact for this information is Recruit Division Commander School LCPO (DSN 792-4994, COMM. (847) 688-4994).
- Duty as a RDC is a minimum 36 month tour. Personnel with 15 or more years of service will not be approved for transfer to the fleet Reserve before completion of the minimum tour.
- Upon completion of the CMC screening board, the following NAVPERS 1070/613 (Page 13) entry will be made:

Date: (RATE/NAME) was interviewed this date in accordance with Enlisted Transfer Manual 9.53 and is said to be fully qualified for assignment to Recruit Division Commander Duty.

Member must be screened by a qualified medical representative. Must screen IAW BUMEDINST 1300.2. Candidates must receive the following information from medical personnel:

- List any known medical conditions to include recent surgery, injuries, knee problems, back problems, etc., which would preclude full participation in strenuous daily exercise with recruits and the physical readiness program.
- Mental health, personnel with any documented psychiatric care or anger management care will be considered unsuitable for RDC duty. Any history of emotional/mental instability, or tendency for violent reaction to stress must be fully documented and presented to COMNAVPERSCOM and RTC for consideration and waiver.

Member must be screened by the command DAPA. Member must not have a history of intemperate use of alcohol in the last 60 months. Personnel with any history of drug usage, possession or trafficking are not considered suitable for RDC Duty.

Member must be screened by Family Advocacy. Substantiated cases are disqualifying while families are in treatment and for 2 years after treatment. Applicants with substantiated child sexual abuse cases are permanently disqualified for RDC duty. All FAP cases require review/comment of screening CO.

Member must be screened by command Equal Opportunity representative. All

substantiated cases of Equal Opportunity Program violations which result in a conviction at NJP, courts-martial or civil court are disqualifying.

FOLLOW-ON TOUR GUARANTEES. Personnel assigned as Recruit Division Commanders (NEC 9508) will be guaranteed choice of coast assignment upon completion of a full three or more year tour as Recruit Division Commander. The member must make the choice of coast at least three months prior to PRD from RDC Duty.

RECRUIT DIVISION COMMANDER DUTY BENEFITS: Special duty assignment pay; awarding of the recruit training service ribbon for those RDC's who successfully train 9 divisions; a supplemental clothing allowance rate of \$220 per year; no cost dry cleaning; and (historically) a 22 percent greater E-6/E-7 advancement opportunity.

**\*OBLISERV/Tour Length: Minimum 36 months or Normal PST      PERS CODE: 4010**  
**Special Program Screening Form Section(s): A, B, C, D5**

#### 9.54 SURVIVAL TRAINING INSTRUCTOR DUTY.

This field includes Survival, Evasion, Resistance, and Escape (SERE); Deep Water Environmental Survival Training (DWEST); Jungle Environmental and Survival Training (JEST); Cold Weather Environmental Survival Training (CWEST); Search and Rescue (SAR); Naval Aircrewman Candidate School; Rescue Swimmers School; Surface Rescue Swimmers School; Rescue Swimmer School Instructor.

- Individual must obtain the Antarctic "Operation Deep Freeze" physical examination with the exception of the following paragraphs:
  - para. 2. (b) (3).
  - para. 2. (d) (1) regional enteritis or any chronic inflammatory bowel disease will not be considered disqualifying.
  - para. 2. (f) (5 & 6).
  - para. 2. (g) (5).
  - para. 2. (h).
  - para. 2. (k) (1 & 2).
  - para. 2. (d) (3) to read "other than class 1 & 2".
  - para. 2. (1) (3).
  - no special studies required .

**\*OBLISERV/Tour Length: 36 months      PERS CODE: 4010**  
**Special Program Screening Form Section(s): A, B, D2**

#### 9.55 NAVAL RESERVE INSTRUCTOR DUTY.

Naval Reserve Instructor duty involves preparing Selected Naval Reservists for mobilization. The job is one of great responsibility and in many instances, the instructor is the vital link between the Reservists and "state-of-the-art" knowledge of fleet operations. Included among his/her collateral duties at some locations, job may require cleaning stations and minor maintenance functions since Naval Reserve Centers are generally situated away from major Naval installations. Since the primary duty is to train Selected Reservists, the instructors duty requires availability when the Reservists report

(weekends and some evenings). Suitable time off is provided at other times during the week. Member must have 9502 NEC.

**\*OBLISERV/Tour Length: 36 months**

**PERS CODE: 4010**

**Special Program Screening Form Section(s): A, D2**

#### 9.56 NUCLEAR PROPULSION TRAINING ACTIVITIES

There are approximately 1400 Instructor, Operator, Maintenance Training Group (MTG) and non-nuclear support billets at the Nuclear Propulsion Training activities located at:

- Ballston Spa, NY.
- Charleston, SC.

General Requirements for all Nuclear Instructor/Training Activity Assignments:

- Warfare qualified.
- Completed three years of their prescribed sea tour in a nuclear propulsion plant operator billet in a nuclear powered ship, attaining qualification in their senior in-rate watchstation, including those watchstations required for appropriate supervisory NEC.

Nuclear Field A-School (NFAS):

- E-5 or above.
- Class standing in upper half of Nuclear Power School (NPS) and Nuclear Power Training Unit (NPTU) waivers not normally considered except for personnel who have previously completed an NPTU instructor tour.

#### Naval Nuclear Power School:

- E-6 or above.
- Class standing in upper half at NPS and NPTU, waivers not normally considered except for personnel who have previously completed an NPTU instructor tour.
- Qualified as Engineering Watch Supervisor or Propulsion Plant Watch Supervisor.

Naval Nuclear Power Training Unit (NPTU):

- E-5 or above.
- Competitive class standing NPS; upper half class standing at NPTU, waivers normally not considered except those personnel who have demonstrated superior at-sea performance.

#### Maintenance Training Group

- E-5 or above.
- Competitive class standing NPS; upper half class standing NPTU, waivers considered for personnel demonstrating superior at-sea performance.
- Demonstrated superior performance in shipboard propulsion plant maintenance.

Requests for assignment to NFAS/NPS/NPTU duty should be submitted on an Enlisted Personnel Action Request (NAVPERS 1306/7) signed by the Commanding Officer/Executive Officer (Reactor Officer on CVNs) and contain

the following information:

- Indicate highest level of nuclear propulsion plant watch station qualification achieved by the applicant, if applicable.
- Recommendation for waiver of eligibility criteria, if applicable.
- Copy of last 2 evals/fitreps.

**\*OBLISERV/Tour Length: 40 months**

**PERS CODE: 403**

**Special Program Screening Form Section(s): A, D1**

#### 9.57 ART INSTRUCTION

Art Instruction duty is a remedial basic reading and verbal skills program conducted at the Recruit Training Commands (RTC). The program provides essential reading and language skills to recruits with identified deficiencies and assists them in completing the academic portion of the recruit training curriculum.

**\*OBLISERV/Tour Length: 36 months**

**PERS CODE: 4010**

**Special Program Screening Form Section(s): A, D1**

9.58 AFLOAT TRAINING GROUP ATLANTIC, AFLOAT TRAINING GROUP PACIFIC, AFLOAT TRAINING GROUP MIDDLE PACIFIC AFLOAT TRAINING GROUP WESTERN PACIFIC, AND AFLOAT TRAINING GROUP PACIFIC, PACIFIC NORTHWEST DET (ATG'S) AND AFLOAT TRAINING GROUP MAYPORT, FL.

The Command Assessment of Readiness and Training, Tailored Ship Training Availabilities and Final Evaluation Period constitute the essential elements of the Basic Training Phase of the Interdeployment Training Cycle. During the Basic Training Phase, the ATGs are the primary training resource for ships' Commanding Officers and their Immediate Superiors in Command.

- Individual must be an E6 or above, completing a sea tour in a billet in which operational and technical expertise were maintained.
- Enlisted Surface Warfare or Aviation Warfare qualified.
- Hold NEC 9502 (Instructor) or complete Instructor Training School enroute.
- Engineers must be qualified as Engineering Officer of the Watch (EOOW).

(a) Personnel identified for assignment to ATG Instructor Duty billets requiring PNEC HM-8425 (Surface Force Independent Duty Corpsman) or PNEC HM-8424 (Advance Medical Administration Technician) must have completed a prior sea tour.

**\*OBLISERV/Tour Length: 36 months**

**PERS CODE: Various**

**Special Program Screening Form Section(s): A, D1/Overseas Screening, if applicable**

#### 9.59 INSTRUCTOR DUTY AT FIELD MEDICAL SERVICE SCHOOL.

Field Medical Service Schools (FLDMEDSERVSCOLs) are under management control of the Commandant of the Marine Corps and under military control of the Commanding General of Marine Corps Bases, Camp LeJeune, NC and Camp Pendleton, CA.

- Must have served at least one tour in a Fleet Marine Force assignment.

Instructors at FLDMEDSERVSCOLs should be capable of meeting Marine Corps physical fitness and weight control/military appearance standards regardless of whether or not they elect to adopt Marine Corps uniform and grooming standards. Must be capable of sustained strenuous exertion required to instruct physical fitness, to lead foot marches up to 20 miles with heavy gear (40-50 pound pack) and to traverse obstacle/confidence course during recurring periods in the field.

**\*OBLISERV/Tour Length: Normal PST** **PERS CODE: Various**  
**Special Program Screening Form Section(s): A, B, D1**

9.60 CTI LANGUAGE INSTRUCTOR CANDIDATES. In addition to meeting the basic eligibility and screening requirements for instructor duty as outlined in Article 10.01, candidates for CTI instructor duty must achieve ILR Listening 2, Reading 2 (as measured by the DLPT), to successfully pass command screening process.

**\*OBLISERV/Tour Length: Normal PST** **PERS CODE: 408**  
**Special Program Screening Form Section(s): A, D1, 2**

9.61 INSTRUMENTAL INSTRUCTOR DUTY AT THE SCHOOL OF MUSIC.

The mission of the School of Music is to train military musicians of the Army, Navy, and Marine Corps for early usefulness with field/fleet bands. The most heavily weighted grading area is the student's demonstrated instrumental ability (50% of the final grade). Training in this area is accomplished through private, one-on-one, instrumental instruction.

- Individual must hold a 3800 series NEC.
- Individual must be E5 or above.
- Candidates will be sent to appear for final screening by an Instrumental Division Instructor Candidates Board at the School of Music.
- Screening will be conducted in the following areas:

The Commanding Officer, School of Music will make the final decision on a candidate's qualification for instrumental instructor duty.

**\*OBLISERV/Tour Length: Normal PST** **PERS CODE: 8**  
**Special Program Screening Form Section(s): A, D1, 2**

9.62 INSTRUCTOR DUTY AT COMMUNITY COLLEGE OF THE AIR FORCE (CCAF).

All instructors must have, as a minimum, an Associate Degree. The Air Force will pay 100% tuition for Navy instructors to obtain/finish their Associate Degree, at the local community college. Personnel must be in paygrades E-5 through E-9 in the following ratings and NECs:

Rating	NEC	Paygrade
AG	0000, 7412	E5-E8
CE	0000, 5601, 5642	E5-E8
CTI	9209, 9213, 9215	E6/7
CTM	9271, 9227, 9245, 9285, 9286	E6/7
CTO	9126, 9178	E5/6
GM	0812	E7
GMG	0812	E5/6
IM	1820	E6/7

LN	0000	E6
MA	0000, 2005, 2006	E5-E8
UT	0000, 6104	E5-E8
YN	0000	E7

Must possess an Associate Degree or be willing to obtain one during the instructor's tour of duty.

**\*OBLISERV/Tour Length: 36 months** **PERS CODE: 408**  
**Special Program Screening Form Section(s): A, C, D1,**

### 9.63 RECRUITING DUTY

Experience has shown that petty officers who are motivated to sell the Navy to others can succeed in the unique and demanding role of a recruiter. Production recruiters are frequently on independent duty and responsible for achieving demanding accession goals. They must be knowledgeable of a myriad of accession programs and be able to supply this information to applicants. Recruiters must possess the ability to be at ease discussing Navy programs. Recruiters and recruiting support personnel develop extensive community relations, and they are frequently the only image of the Navy provided to a community. They are often located in areas far from military installations and associated support facilities.

Duty as a production recruiter has advantages such as Special Duty Assignment (SDAP) pay, one year tour extensions and meritorious advancement for exceptional performance/production and in some cases, partial sea duty credit for completion of a full 36 month tour.

PRODUCTION PERSONNEL. The Commander, Navy Recruiting Command employs the services of all enlisted ratings in the direct procurement of recruits. Enlisted personnel in paygrades E4-E8 are assigned to one of the recruiting districts located throughout the United States. There are also a limited number of recruiting billets in Guam, Japan, Puerto Rico, St. Croix and Europe. The recruiting districts assign these personnel to over 1700 recruiting stations located in cities and towns within the districts.

\*Note - All E4 personnel must be screened by the Recruiter Selection Teams (RST) prior to being issued orders to an NRD.

9.631 AMPLIFYING COMMAND SCREEN REQUIREMENTS. The Commanding Officer will personally evaluate and certify that the member has been screened for the following (complete applicable sections of Special Program Screening Form):

#### **Section A.**

PERFORMANCE EVALUATIONS: No mark below 3.0 on NAVPERS 1616/26 in any trait.

FAMILY ADVOCACY SCREEN. Substantiated family advocacy cases are disqualifying while families are in treatment.

- All members involved in substantiated cases involving child sexual molestation (incest or other) shall be permanently disqualified for recruiting duty.

COMMAND DAPA SCREEN. Personnel with a documented alcohol related incident including DUI/DWI within the previous three years or any three incidents within the previous five years are considered unsuitable. In addition, personnel who have successfully completed Alcohol Rehabilitation Level II or III (self referral or directed) may have no alcohol incidents or repeated counseling for alcohol involvement for three years from treatment/counseling

completion date.

SINGLE PARENTS. Ensure current NAVPERS 1740 (Dependent Care Certificate) is completed. Upon completion, fax or email a copy to Navy Recruiting Orientation Unit (NROU) at Comm 850-452-5346, DSN 922-5346, and email [CA\\_NORU@CNRC.NAVY.MIL](mailto:CA_NORU@CNRC.NAVY.MIL).

#### **Section B.**

MEDICAL AND DENTAL SCREENING. Health and Dental records are to be screened following the guidance in NAVMED P-117, Manual of the Medical Department, and documented in the member's health record. Due to the routine high stress environment, it is necessary that individuals with a history of stress related problems not be assigned to recruiting duty.

Members are to be at least in a Class II Dental status prior to transfer.

Exceptional Family Members (EFM). If the member is currently processing a dependent application for the EFM program, contact PERS-662 and PERS-4010. Due to the limitations of facilities in some assignments, any dependent enrolled in the EFM program will have their case reviewed to ensure adequate facilities are available at the members ultimate duty station prior to the member being transferred.

#### **Section C.**

COMMAND FINANCIAL ADVISOR SCREEN. Generally, recruiting duty assignments are in areas where military housing, commissary and exchange facilities are not available, making the cost of living somewhat higher. All members must be screened thoroughly prior to transfer in accordance with OPNAVINST 1740.5 to ensure financial stability.

- Serious financial problems or indebtedness which are not resolved, or a documented history of indebtedness over the last three years is disqualifying for recruiting duty.
- Factors such as a spouse's employment at the ultimate duty location and the ability of the member to sell/lease a home at the previous duty station must be considered in the screening.
- Upon arrival at ENRO, members will be financially screened based on the location of their Navy Recruiting Station (NRS) to determine financial stability.

#### **Section D.**

TRAINING. The detaching command is responsible to ensure the requisite leadership continuum training is completed prior to detaching from the transferring command.

TATTOOS. Individuals with excessive or tasteless visible tattoos are not eligible.

#### **9.632 COMPLETED FORM**

Upon completion of the Commanding Officer's interview, fax or email a copy to Navy Personnel Command (PERS-4010) at Comm 901-874-2646, DSN 882-2646, email [P4010A2@PERSNET.NAVY.MIL](mailto:P4010A2@PERSNET.NAVY.MIL) AND Navy Recruiting Orientation Unit (NORU) at Comm 850-452-5346, DSN 922-5346, and email [CA\\_NORU@CNRC.NAVY.MIL](mailto:CA_NORU@CNRC.NAVY.MIL). Upon completion of forwarding the interview, enclose the Special Programs Screening Form



(Figure 9A/9A-2) on the left side of the member's service record.

#### 9.633 ADDITIONAL INFORMATION.

UNIFORMS AND ACCESSORIES. Members assigned as recruiters and recruiting support may be eligible for Special or Supplemental Clothing Monetary Allowance (SSCMA) in accordance with DOD 7000.14-R (Financial Management Regulation). Care should be exercised to determine whether or not the member is or will be entitled to SSCMA. Members should be advised to consider obtaining extra uniforms and accessories, as it may be difficult, and in some areas impracticable, to purchase new items while on independent duty.

ULTIMATE DUTY STATION. Upon receipt of PCS orders assigning an individual to recruiting duty, the Navy recruiting district will provide the transferring command the Ultimate Duty Station (ULTDUSTA) assignment, normally a recruiting station, to include in the individual's STO prior to transfer. Individuals who volunteered for recruiting duty via the Recruiter Selection Teams (RST) can have the RST negotiate on their behalf for ultimate recruiting station assignment within the Recruiting District. The individual must keep in mind that the decision by the recruiting district's CO on ULTDUSTA must be based on where recruiters are needed at the time of the individual's arrival at the district. A guaranteed assignment to a requested location may not be feasible.

TOUR COMMENCEMENT DATE. In computing the tour of recruiting duty, the tour shall commence as of the date enlisted personnel report to the recruiting district (parent command), even though they report For Further Assignment (FFA) and are ultimately assigned to a Recruiting station. Overseas recruiting tours are established in accordance with Article 4.05. The tour length for nuclear qualified personnel will be computed from the date they are detached from their present command to ensure they are not out of the nuclear field for more than 36 months.

NAVY RECRUITING ORIENTATION CLASS. Recruiting production personnel are ordered via the Navy Recruiting Orientation Unit located in Pensacola, Florida for five weeks TEMDUINS. Member should draw an advance of their per diem based on government quarters being available prior to transfer. The course of instruction consists of 25 training days of competency-based instruction during which the students learn about, practice, and develop competence in the areas of selling, prospecting, paperwork and processing, marketing, public speaking, recruiter incentives and quality of life issues. Upon satisfactory completion they will transfer to their Navy Recruiting District.

RECRUITING DUTY BENEFITS. Special duty assignment pay; a high probability of being stationed at any desired location throughout the United States; improved advancement opportunity, including possible meritorious advancement up to E-7 through the recruiting excellence incentive program (REIP); five weeks of intensive training in Pensacola, plus follow-on training throughout the tour; and sea duty credit of up to 24 months for certain recruiting districts.

FOLLOW ON TOUR GUARANTEES. Personnel assigned to Navy Recruiting Districts as production recruiters (NEC-9585) will be guaranteed choice of coast assignment pending completion of a full recruiting tour (36 months), if valid billet is available. The member must make the choice of coast during initial consultation with detailer.

PARTIAL SEA DUTY CREDIT FOR PRODUCTION RECRUITER TOURS. Guidelines to receive partial sea duty credit for rotational purposes are as follows:

- Members serving in NEC 9585 billets who transition to NEC 9586 billets will earn partial sea duty credit for the period they complete as

production recruiters (e.g., if a member with NEC 9585 is assigned to NRD Philadelphia and is approved to serve as an NEC 9586 after one year, this member will receive one-third of the full tour credit, i.e., eight months of sea duty credit). Partial sea duty credit is not approved for time spent performing the duties of a recruiter/classifier.

- The following is a listing by amount of sea duty credit by NRD. The production recruiter (NEC 9585) will receive the sea duty credit upon successful completion of a 36 month tour. Members will be given sea duty credit for the period of an extension at the same rate they earn for their original tour (e.g., if a member received 24 months credit for a 36 month tour, the member will receive 8 months of additional credit for a one year extension). Sea duty credit is authorized for one extension only.

NRD	<u>SEA DUTY CREDIT</u> (MONTHS)
PHOENIX, AZ	0
ATLANTA, GA	0
BUFFALO, NY	18
CHICAGO, IL	18
COLUMBUS, OH	12
NASHVILLE, TN	0
DALLAS, TX	0
DENVER, CO	0

NRD	<u>SEA DUTY CREDIT</u> (MONTHS)
HOUSTON, TX	0
INDIANAPOLIS, IN	12
JACKSONVILLE, FL	0
KANSAS CITY, MO	9
LOS ANGELES, CA	12
ST LOUIS, MO	0
MIAMI, FL	0
MICHIGAN, MI	18
MINNEAPOLIS, MN	12
MONTGOMERY, AL	0
NEW ENGLAND	12
NEW ORLEANS, LA	0
NEW YORK, NY	24
OMAHA, NE	12
PHILADELPHIA, PA	18
PITTSBURGH, PA	18
PORTLAND, OR	0
RALEIGH, NC	0
RICHMOND, VA	0
SAN ANTONIO, TX	0
SAN DIEGO, CA	0
SAN FRANCISCO, CA	0
SEATTLE, WA	0

Production recruiters earning sea duty credit will have their sea duty commencement date (SDCD) adjusted by COMNAVPERSCOM (PERS-451D3) upon transfer from recruiting duty IAW Chapter 3 of the manual.

**\*OBLISERV/Tour Length: 36 months                      PERS CODE: 4010**  
**Special Program Screening Form Section(s): A, B, C, D1, D3, D5**

COMNAVPERSCOM has established a Career Recruiter Force (CRF) allowing recruiters the opportunity to become a permanent part of Navy Recruiting Command. If selected, personnel will be assigned key middle management and recruiter billets within Navy Recruiting Command. Application procedures and eligibility criteria are promulgated in BUPERSINST 1133.29 Series. The CRF selection board meets three times per year (January, May, and September).

CRF DECERTIFICATION POLICY. Personnel serving in the CRF will, in most cases, do so for the remainder of their Naval career. If the Commanding Officer of a District believes that a member can no longer be effective as a CRF, he/she may recommend the member for decertification from the CRF without prejudice IAW COMNAVCRUITCOMINST 5400.2 series.

NOTE: The Navy Recruiting District is responsible for submission of Rating Conversion Documents to convert members to NC and NEC CHANGE REQUEST (NAVPERS 1221) to change members NEC to 2186 upon receipt of conversion message from PERS-815.

9.65 ENLISTED RATING DETAILER.

- Communication with constituents with JASS or by telephone, E-Mail, and naval messages.
- Discussing assignment options, transfer regulations, and career assignment advice.
- Coordination with EPMAC and fleet units to ensure proper manning levels.

\*OBLISERV/Tour Length: 36 months PERS CODE: 4010F  
Special Program Screening Form Section(s): A, B2

#### 9.66 NAVY/MARINE CORPS INTRANET (NMCI) NETWORK OPERATIONS CENTER (NOC)

NMCI is a unique partnership between the Department of the Navy and a civilian contractor to provide network-based information services ashore. The contractor will integrate Sailors and Marines at various NOCs and provide the latest commercial IT competency training and certification opportunities.

**\*OBLISERV/Tour Length: 5 years/36 months PERS Code: 406**  
**OBLISERV by Reenlistment/Extension only (no page 13)**  
**Special Program Screening Form Section(s): NA**

#### 9.67 CAMP DAVID (NAVAL SUPPORT FACILITY, THURMONT, MD)

Camp David provides the President of the United States with a safe and private Presidential Retreat.

Camp David manages a Recruiting Team to identify personnel for assignment to Camp David by traveling to various naval facilities. The Recruiting Team conducts record screening and personal interviews with those personnel who meet the initial qualification criteria. Once selected, detaching command must initiate a Single Scope Background Investigation (SSBI). Specific guidance on SSBI submission will be provided upon member's selection.

- E4 - E8 candidates must be in the following ratings:  
  
ABH, AG, BU, CE, CM, DC, EA, EM, EN, EO, ET, HM (8425), IC, MS, PN, RP, SH, SK, SW, UT, and YN
- E1 - E3 candidates will be selected directly from Seabee "A" schools.
- Candidates must be U.S. citizens. If married, member's spouse must be a U.S. citizen.
- Candidates must be eligible for assignment to a Presidential Support Duty per DOD Directive 5210.55, DOD Directive 5210.87, and SECNAVINST 5312.12.

Requests for assignment to Camp David will be submitted to Naval Personnel Command (PERS-4010F) via the administrative chain of command on an Enlisted Personnel Action Request (NAVPERS 1306/7). When submitting a 1306/7, include copies of the candidates last three evaluations and your Commanding Officer's endorsement on command letterhead. Requests should be submitted at 12-18 months prior to member's PRD to allow sufficient time for personal interview and completion of the SSBI.

**\*OBLISERV/Tour Length: E4-E8 36 months PERS CODE: 4010F**  
**E1-E3 24 months**  
**Special Program Screening Form Section(s): A, A3, C, D2(SSBI)**

**SPECIAL PROGRAM SCREENING FORM**

RATE/RANK:	NAME:
SSN:	PROPOSED PROGRAM/DUTY STATION:
PROPOSED DETACHMENT DATE:	
<b>SECTION A: GENERAL CRITERIA</b>	
<div style="text-align: right; margin-bottom: 10px;">Interviewer'S Initial</div> <div style="display: flex; justify-content: space-between;"><div>YES NO</div><div></div></div> <div style="margin-bottom: 10px;">[ ] [ ] 1. Within the past 36 months, has member been found unsuitable or disqualified for any previous special program(s)? ____</div> <div style="margin-bottom: 10px;">[ ] [ ] 2. Performance Evaluation (NAVPERS 1616/26): Has member received at least 3.0 on all traits and been recommended for retention and promotable or higher for advancement for the past 36 months? ____</div> <div style="margin-bottom: 10px;">[ ] [ ] 3. Has member had any NJP, courts-martial, civil conviction, or significant involvement with civil authorities within the past 36 months? ____</div> <div style="margin-bottom: 10px;">[ ] [ ] 4. Has member had any alcohol related incidents in the past 36 months? ____</div> <div style="margin-bottom: 10px;">[ ] [ ] 5. Has member had any involvement with illegal drugs in the past 36 months? ____</div> <div style="margin-bottom: 10px;">[ ] [ ] 6. Has member signed the required OBLISERV for this program? ____</div> <div style="margin-bottom: 10px;">[ ] [ ] 7. Does member meet the body fat readiness standards for PCS transfer? (Screened by PRT coordinator) ____</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%; text-align: center;">_____ Personnel Officer</div><div style="width: 45%; text-align: center;">_____ Date</div></div>	

<b>SECTION B: MEDICAL/DENTAL SCREENING</b>	
<div style="margin-bottom: 10px;">[ ] [ ] 1. Has member completed required medical screening for this program? If "no", will the gaining MTF, accept?</div> <div style="margin-bottom: 10px;">[ ] [ ] 2. Is member in proper dental class for PCS transfer?</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%; text-align: center;">_____ Medical Officer</div><div style="width: 45%; text-align: center;">_____ Date</div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 45%; text-align: center;">_____ Dental Officer</div><div style="width: 45%; text-align: center;">_____ Date</div></div>	

FIGURE 9A

**SECTION C: FINANCIAL SCREENING**

YES NO

[ ] [ ] 1. Is member suitable in accordance with OPNAVINST 1740.5, Command Financial Specialist Program requirements?

\_\_\_\_\_  
Command Financial  
Specialist

\_\_\_\_\_  
Date

**SECTION D: ADDITIONAL REQUIREMENTS  
(AS APPLICABLE IAW ETM CHAPTER 9)**

YES NO N/A

[ ] [ ] [ ] 1. Does member have required NEC/School/ASVAB for this program?

[ ] [ ] [ ] 2. Does member have required security clearance?

[ ] [ ] [ ] 3. Does member have a valid driver's license?

[ ] [ ] [ ] 4. Has member completed swim qualification for this program?

[ ] [ ] [ ] 5. Does member have visible tattoos?

\_\_\_\_\_  
Command Career Counselor

\_\_\_\_\_  
Date

ALL OF THE ABOVE INFORMATION IS CERTIFIED TO BE TRUE TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
Service Member

\_\_\_\_\_  
Date

**COMMAND CO/XO/OIC/COS/DIRECTOR ENDORSEMENT**

[ ] [ ] Are there any other compelling reason why service member should not be transferred?

APPROVAL/DISAPPROVAL

\_\_\_\_\_  
\*NAME/RANK

\_\_\_\_\_  
DATE

\*ENDORSEMENT OF THIS SCREENING REPRESENTS FULL RECOMMENDATION OF THIS CANDIDATE BY TRANSFERRING COMMAND. ALL INFORMATION IS CERTIFIED TO BE TRUE TO THE BEST OF MY KNOWLEDGE.

Copy to: Service Record

FIGURE 9A-2

R DDHHMMZ MMM YY  
 FM REQUESTING COMMAND  
 TO COMNAVPERSCOM MILLINGTON TN//PERS40/PERS (DETAILER)//  
 EPMAC NEW ORLEANS LA (ONLY FOR NON-RATED SN,FN,AN)//47//  
 INFO INTENDED GAINING ACTIVITY//JJJ//  
 BT  
 UNCLAS //N01300//  
 MSGID/GENADMIN/REQUESTING CMD/-/MMM//  
 SUBJ/SPECIAL PROGRAM WAIVER ICO NAME,RATE,SSN//  
 REF/A/DOC/NPC/DATE//  
 AMPN/REF A IS ENLISTED TRANSFER MANUAL//  
 POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// (MANDATORY)  
 RMKS/1. IAW REF A, REQUEST A WAIVER FOR SNM FOR THE \_\_\_\_\_ PROGRAM.  
     A. SECTION \_\_, ITEM NO \_\_\_\_ (FROM SPECIAL PROGRAM SCREENING FORM)  
     B. EXPLAIN/SPECIFICS  
 2. CO'S JUSTIFICATION/RECOMMENDATION: (3 LINES MAX)//  
 BT  
 #0000  
 NNNN

FIGURE 9B

R DDHHMMZ MMM YY  
 FM TRANSFERRING COMMAND  
 TO COMNAVPERSCOM MILLINGTON TN//PERS40/PERS (DETAILER)//  
 EPMAC NEW ORLEANS LA (ONLY FOR NON-RATED SN, FN, AN)//47//  
 INFO INTENDED GAINING ACTIVITY//JJJ//  
 BT  
 UNCLAS //N01300//  
 MSGID/GENADMIN/REQUESTING CMD/-/MMM//  
 SUBJ/SPECIAL PROGRAM SUITABILITY (OR UNSUITABILITY), ICO NAME,RATE,SSN//  
 REF/A/DOC/NPC/DATE//  
 REF/B/GENADMIN/ORIGINATOR/DDHHMMZMMYY// (IF APPLICABLE)  
 NARR/REF A IS ENLISTED TRANSFER MANUAL, REF B IS WAIVER REQUEST.//  
 POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// (MANDATORY)  
 RMKS/1. IAW REF A AND B, SNM IS SUITABLE (OR UNSUITABLE) FOR \_\_\_\_\_  
 PROGRAM.  
     A. REASON FOR UNSUITABILITY: (EXPLAIN WITH SPECIFIC DETAILS).  
     B. REPORT OF SUITABILITY WAS FILED IN SERVICE RECORD.  
     C. SNM HAS \_\_\_ MONTHS OF OBLISERV FOR SPECIFIED PROGRAM.//  
 BT  
 #0000  
 NNNN

FIGURE 9C



SPECIAL PROGRAM SCREENING DEFICIENCY REPORT

FM  
TO  
INFO  
BT

UNCLAS //N01300//

MSGID/GENADMIN/(receiving cmd)//

SUBJ/SPECIAL PROGRAM SCREENING DEFICIENCY REPORT ICO NAME/RATE/SSN//

REF/A/DOC/COMNAVPERSCOM/DATE//

AMPN/REF A IS ENL CHAP 9.//

POC/NAME/RANK/IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**

RMKS/1. IAW REF A, THE FOLLOWING IS SUBMITTED DUE TO IMPROPER SPECIAL PROGRAM SCREENING FOR (list program title):

- A. MEMBER: NAME, RATE/RANK, SSN
  - B. WAS SUITABILITY SCREENING FORM FILED IN SERVICE RECORD? GIVE NAME/RANK/TITLE/DATE OF INDIVIDUAL SIGNING SUITABILITY SCREENING FORM.
  - C. TRANSFERRING COMMAND AND UIC.
  - D. EXPLAIN FULLY THE REASON SNM IS CONSIDERED IMPROPERLY SCREENED.
  - E. IF SNM WAS PROPERLY SCREENED, DID PROBLEMS DEVELOP AFTER ARRIVAL? EXPLAIN FULLY.
  - F. IS SNM CONSIDERED marginally unsuitable BUT COULD CONTINUE SPECIAL PROGRAM DUTY? EXPLAIN FULLY.
  - G. ARE DISQUALIFYING FACTORS SO SEVERE THAT SNM SHOULD BE REASSIGNED? EXPLAIN FULLY.//
- BT

NOTE. This report is sent to the transferring command info COMNAVPERSCOM (PERS-4010).

FIGURE 9D